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ROYAL NAVAL VOLUNTEER RESERVE.

PART I.—REGULATIONS.

PART II.—THE ACTS PROVIDING FOR THE CONSTITUTION, Etc., OF THE RESERVE.

(Revised to 7th October 1927.)

PUBLISHED BY ORDER OF THE LORDS COMMISSIONERS OF THE ADMIRALTY.

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THE Lords Commissioners of the Admiralty are pleased to establish the following Regulations and Instructions for the government of the Royal Naval Volunteer Reserve.

All previous Orders and Instructions for the government of the Royal Naval Volunteer Reserve are hereby cancelled.

BY COMMAND OF THEIR LORDSHIPS,

O. Murray

ADMIRALTY.
October, 1927.

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Regulations for the Royal Naval Volunteer Reserve.

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PART I.

REGULATIONS

FOR THE

ROYAL NAVAL VOLUNTEER RESERVE.

Chapter I.—Preliminary.

1. The Royal Naval Volunteer Reserve is raised under the "Naval Forces Act of 1903 and the Acts incorporated therewith." The members of this Reserve are termed the Royal Naval Volunteer Reserve (shortly referred to hereinafter as "R.N.V.R."), and are subject to the provisions of those Acts, and to all regulations made with regard to them by the authority of the Lords Commissioners of the Admiralty.

2. The R.N.V.R. are under the orders of the Admiral Commanding Reserves (referred to hereinafter as "the Admiral Commanding"). He is assisted by a Central Committee in London, termed "the R.N.V.R. Committee."

3. The Committee consists of:—

(*a*) The Admiral Commanding (President).

(*b*) A Captain R.N. (representing Admiralty and the Admiral Commanding).

(*c*) The Commanding Officers of the R.N.V.R. Divisions.

(*d*) Such additional Officers R.N.V.R. as may be recommended by the Committee and the Admiral Commanding and approved of by the Admiralty.

(2) The periods of appointment of members of the Committee will be at the discretion of the Admiralty.

(3) The Captain R.N. will be borne on Ship's Books and will receive the full pay and allowances of his rank. His duties will be advisory, but he will be subject to the orders of the Admiral Commanding.

(4) The R.N.V.R. Committee will be responsible to the Admiral Commanding for the internal administration of the Force. The Committee will forward all recommendations for appointment, promotion and retirement, and will submit their proposals on all matters relating to efficiency and maintenance.

(5) The rules governing the procedure of the Committee are contained in Appendix O.

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(6) The Admiralty will provide the office accommodation and contingent expenses of the R.N.V.R. Committee.

4.

5. A member of the Royal Naval Volunteer Reserve may obtain from the Commanding Officer of his Division one copy of these regulations on payment of the price printed at the foot of the title page less 25 per cent., and may have access to the same gratis on application to the Commanding Officer of his Division. The money received is to be remitted quarterly by the Accountant Officer of the Division to the Accountant-General of the Navy.

(2) Copies of the Regulations for issue on repayment should be obtained by the Commanding Officer of the Division by demand from the Superintendent, Royal Naval Store Depôt, West India Docks, London, E. 14.

6.

7.

Chapter II.—Organisation.

8. For administrative purposes the R.N.V.R. is divided into eight Divisions, seven with Headquarters at important centres in Great Britain, and one in Northern Ireland. Officers and men will usually belong to the Division the Headquarters of which are closest to their normal place of residence.

(2) As a general rule, each Division will consist of not less than five sub-Divisions (including out-lying sub-Divisions); the actual number of sub-Divisions to be formed is shown in Table B. (page 9).

(3) Each Division will be designated by a local name; each sub-Division by its number in the Division in addition to the local name.

9. The personnel of each Division will consist of two categories, which will be made up as follows:—

List I.—Officers and men belonging to Divisions and attending at Headquarters for instruction.

List II.—Officers and men borne on Divisional Lists for administrative purposes, but not necessarily attending at Headquarters for instruction.

(2) Each Division will be commanded by a Captain or Commander; each sub-Division by a Lieutenant-Commander or Lieutenant.

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10. The Authorised Establishment for a typical sub-Division and Division is given in Table A. (below), but the composition of the sub-Divisions in different Divisions will vary considerably owing to the special characteristics of Divisions necessitating an unequal distribution of ratings.

11. The permanent Staff of R.N. Instructors allowed to each R.N.V.R. sub-Division and Division is shown in Table C. (page 10).

One Caretaker is allowed to each Shore Establishment, with the exception of the Clyde Division, which is allowed three for Headquarters.

12.

13.

14. Boys' corps are affiliated to certain R.N.V.R. Divisions. The limits of age for service in these Corps are from 12 to 17 years. The boys receive their training at the drill establishments of the Division to which they are attached, under the direction of the Commanding Officer.

(2) The R.N.V.R. Committee will advise the Admiral Commanding on matters conducive to the well-being of the Corps.

TABLE A (1).

Establishment of R.N.V.R. Officers (List I) for each Sub-Division and Division.

Rank.	To each Sub-Division.	To each Division.
Captain or Commander	—	1 in Command
Commander, Lieutenant-Commander or Lieutenant.	—	1 as Executive Officer.
Lieutenant-Commander or Lieutenant	1 in Command	—
Lieutenant, Sub-Lieutenant or Midshipman	2	—
Surgeon Captain, Surgeon Commander or Surgeon Lieutenant-Commander.	—	1
Surgeon Lieutenat-Commander or Surgeon Lieutenant.	1	—
Paymaster Commander or Paymaster Lieutenant-Commander.	—	1
Paymaster Lieutenant-Commander, Paymaster Lieutenant or Paymaster Sub-Lieutenant.	—	2
Chaplain	—	2
Boatswain	—	1
Signal Boatswain	—	1
Warrant Telegraphist	—	1
Total	4	11

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TABLE A (2).

Establishment of ratings R.N.V.R.

Rating.	To each Sub-Division.	To each Division.	R.N.V.R. Total No.
C.P.O. Seaman class or Chief Yeoman of Signals.	1	1 C.P.O. additional for each Division.	46 17
P.O. Seaman class	2	—	110
L.S. Seaman class	4	—	220
A.B. or O.S.	34 or 35	—	1,919
Bugler	1	—	55
Yeoman of Signals	1	—	55
Leading Signalman	2	—	110
Signalman or Ordinary Signalman	16 or 17	—	918
Chief P.O. Telegraphist	—	1 per School	7
P.O. Telegraphist	—	1 to each complete 25	26
Leading Telegraphist	—	1 to each complete 10	66
Telegraphist or Ordinary Telegraphist.	—	*See* Table B	576
			List I. *List II.*
E.R.A.'s 1st, 2nd, 3rd, 4th and acting 4th class.	—	*See* Table B	430 257 687
Chief Motor and Motor Mechanic	—	*See* Table B	65 45 110
Artisan, including E.A. and O.A.	—	*See* Table B	230 183 413
Writer	—	*See* Table B	100 65 165
		Total	5,500

Note.—In addition, 1 Bandmaster and 24 Bandsmen will be allowed to each Division which consists of five or more Sub-Divisions. They will be non-combatants (*see* Art. 21).

15. The personnel on List I. will include the majority of the Executive Officers, a sufficient number of Chaplains, Medical and Accountant Officers for divisional duties, all Seamen, Signalmen and Telegraphists, and such other ratings of all classes as are able and wish to take part in local drills.

The personnel on List II. will include the remainder of the Executive Officers, the Engineer Officers, the Special Branch Officers, the majority of the Medical and Accountant Officers, all Dental Officers, and the Artificer, Artisan, and Writer ratings who do not belong to List I. and who, by reason of the distance

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Table B.

Number of Men, R.N.V.R., on the Establishment of each R.N.V.R. Division.

Division.	No. of Sub-Divisions.	Seaman Branch.						Engineer Branch.		Artisan Branch.	Writer Branch.	Total of other Branches.	Total Establishment.
		Gunnery.	Torpedo.	Bugler.	Signals.	W/T.	Total.	E.R.As.	Motor Mechanics.				
London - (C.)	10	365	125	10	230	165	895	45	14	26	30	115	1,010
Bristol - - (D.)	6	220	80	6	155	50	511	25	10	39	20	94	605
Clyde - - (P.)	8	230	65	8	115	100	518	188	17	115	20	340	858
East Scottish (P.)	6	130	50	6	85	—	271	142	13	86	15	256	527
Sussex - - (P.)	6	195	80	6	155	75	511	25	10	39	20	94	605
Tyne - - (C.)	7	185	50	7	130	150	522	100	18	35	20	173	695
Mersey - - (D.)	7	260	50	7	130	75	522	100	18	35	20	173	695
Ulster - - (P.)	5	160	50	5	100	60	375	62	10	38	20	130	505
Totals - -	55	1,745	550	55	1,100	675	4,125	687	110	413	165	1,375	5,500

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from Headquarters at which they reside, will not be required to attend local drills.

(2) The enrolment of men for the Seaman, Signal and Telegraphist branches will be confined to List I., to enable them to receive the full benefit of the R.N.V.R. instructional system.

16. In deciding the number of ratings to be borne on List I. or List II. of Divisions, the following points must be borne in mind by Commanding Officers :—

(*a*) The number of men in the branches which it is necessary to bear on List I. may increase with naval requirements; the R.N.V.R. Committee will arrange these numbers.

(*b*) The training accommodation at Headquarters is limited.

(*c*) The training accommodation available must be fully utilised in order that the overhead charges per man trained may be kept as low as possible.

(*d*) The desirability of spreading the force over a wide area by means of men borne on List II.

TABLE C.

Number of Permanent Staff allowed to each R.N.V.R. Division.

Rank or Rating.	To each Division.	Total.
Officer Instructors	1	8
Petty Officer Instructors :—		
P.O.G.M.	As laid down from time to time (*see* Note (2)).	47
P.O. T.G.M.	1	8
Yeoman of Signals	1	8
P.O. Telegraphist	1 per school	7
P. and R.T.I.	1	8
Ordnance Artificer	1	8
Civilian Writers	1	8
Shipkeepers and Caretakers	As laid down from time to time (*see* Note (3)).	74
Total	—	176

Note (1).—The Officer Instructor will be a Commander, Lieutenant-Commander or Lieutenant on the Active List of the Royal Navy.

Note (2).—P.O. G.M.s allowed at present are :—London 7, Bristol 6, Clyde 7, East Scottish 5, Sussex 6, Tyne 5, Mersey 6, Ulster 5; Total 47.

Note (3).—Six Shipkeepers, including one 1st class rate and five 2nd class rates, are allowed to each drill ship.

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(2) Tables "A" (2) and "D" (pages 8 and below) show the estimated full strength of the R.N.V.R., Lists I and II—Officers and men.

TABLE D.

Total Establishment of Officers, R.N.V.R.

Rank.	List I.	List II.	Total.
	No.	No.	
Captain or Commander	16	—	16
Lieutenant-Commander, Lieutenant, Sub-Lieutenant, or Midshipman.	165	60	225
Engineer Commander, Engineer Lieutenant-Commander or Engineer Lieutenant.	—	30	30
Surgeon Captain		3*	3
Surgeon Commander		12*	12
Surgeon Lieutenant-Commander or Surgeon Lieutenant.	55	138†	193
Surgeon Lieutenant-Commander (D) or Surgeon Lieutenant (D).	—	25	25
Paymaster Commander	8	—	8
Paymaster Lieutenant-Commander, Paymaster Lieutenant or Paymaster Sub-Lieutenant.	16	—	16
Paymaster Lieutenant-Commander (C), Paymaster Lieutenant (C) or Paymaster Sub-Lieutenant (C).	—	142	142
Chaplain	16	24	40
Boatswain	8	—	8
Signal Boatswain	8	—	8
Warrant Telegraphist	8	—	8
	300	419 plus 15	734

* May be either List I or List II.
† Including Surgeon Sub-Lieutenants.

17. The personnel of List II. will be in every way an integral part of the Division and entirely under the orders of the Commanding Officer of the Division.

18. Executive Officers will only be allowed to join List II. if their place of residence clearly prevents them attending drills at a divisional training centre, and in this case they will be required to perform a longer period of obligatory naval training, viz., an additional seven days biennially in lieu of the divisional drills.

(2) Executive Officers on List II. will be limited to those who have already performed a considerable amount of training or sea service, such as Temporary Officers who served at sea during the war. Officers on List I. may be allowed to transfer to List II. subsequently, provided they have performed a

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reasonable amount of training, and if, owing to a change of residence or other circumstances, they find a difficulty in attending divisional drills.

19. Officers and men on List II. will be permitted and encouraged to attend at their Divisional Headquarters for important ceremonial parades, lectures, and other special occasions. Attendance will be permitted at the discretion of the Admiral Commanding, who has authority in such cases to sanction the payment of reasonable out-of-pocket expenses.

20. Each R.N.V.R. Officer on the Active List of the R.N.V.R. will be shown in the Navy List both on a General List similar to that for R.N. Officers and on a Divisional List.

Officers who are specially qualified in particular duties will be distinguished by letters after their names in the General List, which will also contain columns showing the "Date of Seniority" and "Division to which attached."

The Divisional List will show the Officers of the respective Divisions, distinguishing between Officers on Lists I. and II.

21. Bands may be formed subject to the approval by the Admiral Commanding of the divisional rules for their engagement.

Bandsmen will be enrolled as Naval Volunteers, but will not be subject to the requirements of the Regulations as to drill and service.

Enrolled Bandsmen are not eligible to earn the bounty referred to in Article **373.**

22.

23.

Chapter III.—Rank and Command.

24. R.N.V.R. Officers take precedence after R.N and R.N.R. Officers, rank for rank, irrespective of seniority.

(2) The Admiralty may grant Naval command and authority to any Officer, during the tenure of a particular appointment.

(3) *Ratings.*—Petty Officers and men, R.N.V.R., will rank and command with corresponding ratings, R.N., according to seniority.

Officers R.N.V.R.

25. The establishment of officers of the Royal Naval Volunteer Reserve on the Active List is fixed by the Admiralty,

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and the numbers authorised from time to time are published in the Navy List :—

(a) *Military Branch*—

(1) *Executive Officers*—

Commodore.
Captain.
Commander.
Lieutenant-Commander.
Lieutenant and Probationary Lieutenant.
Sub-Lieutenant, Acting Sub-Lieutenant, and Probationary Sub-Lieutenant.
Midshipman and Probationary Midshipman.
Commissioned Boatswain and Boatswain.
Commissioned Signal Boatswain and Signal Boatswain.
Commissioned Telegraphist and Warrant Telegraphist.

(2) *Engineer Officers*—

Engineer Commander.
Engineer Lieutenant-Commander.
Engineer Lieutenant and Probationary Engineer Lieutenant.

(b) *Special Branch*—

Commander.
Lieutenant-Commander.
Lieutenant and Probationary Lieutenant.

(c) *Medical Branch*—

Surgeon Captain.
Surgeon Commander.
Surgeon Lieutenant-Commander.
Surgeon Lieutenant-Commander (Dental).
Surgeon Lieutenant and Probationary Surgeon Lieutenant.
Surgeon Lieutenant (Dental) and Probationary Surgeon Lieutenant (Dental).
Surgeon Sub-Lieutenant and Probationary Surgeon Sub-Lieutenant.

(d) *Accountant Branch*—

Paymaster Commander.
Paymaster Lieutenant-Commander.
Paymaster Lieutenant.
Paymaster Sub-Lieutenant and Probationary Paymaster Sub-Lieutenant.

(e) *Accountant Branch (C)*—

(Officers for Clerical (non-Accountant) and Coding duties, &c.).
Paymaster Lieutenant-Commander (C).
Paymaster Lieutenant (C).
Paymaster Sub-Lieutenant (C) and Probationary Paymaster Sub-Lieutenant (C).

(f) *Chaplain Branch*—

Chaplain and Probationary Chaplain.

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26. The relative precedence of Officers of the whole Force is determined solely by the rank and date of their commissions or warrants, or if not in possession of commissions or warrants their appointments in the Force.

(2) The relative precedence of Officers bearing commissions or warrants of the same date is determined by the order in which their names appear in the Navy List. A Probationary or Acting Officer is, in all cases, junior to a confirmed Officer of the same rank. Probationary and Acting Officers rank among themselves according to the date of their probationary or acting rank.

(3) Probationary Officers or Acting Sub-Lieutenants will not receive their commissions until confirmed in their ranks. Midshipmen will receive appointments only.

(4) List II. Officers attending ceremonial parades, &c., in which the Division to which they are attached is concerned, shall not, on account of rank or seniority, supersede Divisional Officers (List I.) in command of R.N.V.R. detachments, or sections thereof, at such parades.

27. The Officers and Petty Officers of the R.N.V.R. are to command each other and the men of the Force, agreeably to their respective ranks and ratings, in all matters relating to their duties; but none of them are ever to assume any naval command whatsoever, unless ordered to do so by their superior Naval Officer, and they are to be, in all matters whatsoever, under the command of the Captain or Commanding Officer, or other superior Officer, of the ship in which they may be.

28. The R.N.V.R. when assembled for drill or inspection, or when voluntarily doing any naval duty, either afloat or on shore, will be under the immediate command of the Senior Naval Officer present.

29. Nothing contained in these Regulations is to be considered as giving a claim to any Officer of the R.N.V.R. to assume command of His Majesty's Land or Air Forces on shore, nor to any Officer of the Army or Royal Air Force to assume command of any of His Majesty's squadrons or ships, or of any of the Officers or men thereunto belonging, unless under special authority from the Government of His Majesty.

30. When Officers of the R.N.V.R. are employed on shore on joint service with His Majesty's Land or Air Forces, their relative rank shall carry with it all the precedence and advantages, except command, attaching to the rank to which it corresponds, and shall regulate the choice of quarters, but allowances will remain issuable under Naval Regulations.

31.

32.

33.

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Chapter IV.—Ceremonies, Uniform and Distinctions.

SECTION I.

Ceremonies.

34. A Guard of Honour may be provided as a matter of course for a member of the Royal Family, or the Board of Admiralty, on arrival in the neighbourhood of the headquarters of a Division or outlying unit; but in no other case is any body of the Naval Volunteers to take part in any public procession or ceremony, or to form a Guard of Honour on any occasion other than above, without the special authority of the Admiralty. Applications for such authority are to be made to the Admiral Commanding.

35. The various Divisions and Outlying Units of the Naval Volunteers will be inspected annually by the Admiral Commanding or by a Naval Officer deputed by him.

36. Full Naval honours at the funerals of Officers and men of the Royal Naval Volunteer Reserve, who die otherwise than while under training, may be rendered at the discretion of the Officer Commanding the Division, subject always to the proviso that no expense falls on Naval funds.

(2.) The privilege conceded to Officers and men of the Royal Navy and Royal Marines in Article **1355,** Clause 4, King's Regulations, is applicable to Officers and men of the Royal Naval Volunteer Reserve who may die whilst undergoing training, provided that they were entitled to receive full pay from Naval funds up to and including date of death.

37. H.M. Ships and Shore Establishments in use by the R.N.V.R. as Headquarters or Drill Ships are to fly the White Ensign.

38.

39.

SECTION II.

Uniform.

(*a*) Officers.

40. The uniform of Officers of the R.N.V.R. is the same in all respects as that of Officers of corresponding rank and branch of the Royal Navy, with the following exceptions :—

(1) Instead of each distinction stripe of gold lace round the sleeves of the coat, there is a waved line of three-eighths inch gold lace. (The half stripe, however, is a straight line of one-eighth inch gold lace.)

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(2) The edges of the coloured cloth denoting Branches other than the Military Branch are waved to follow the curves of the lace. When there is more than one stripe of distinction lace, the coloured cloth fills the space between the stripes.

(3) The white turnback and buttonhole of white twist for Midshipmen R.N. are replaced by a maroon turnback and twist.

(4) Probationary Midshipmen and Midshipmen will wear a jacket of the pattern worn by Paymaster Cadets R.N. in lieu of the round jacket worn by Midshipmen R.N.

(5) The Special Branch will wear emerald green coloured cloth to denote their branch.

NOTE.—The waved lines of the distinction lace consist in continuous curves and not in straight lines with rounded angles.

41. Cap Covers are to be worn in home waters from 1st May to 30th September, and abroad as ordered by the Senior Naval Officer.

42. Officers undergoing courses at Naval Establishments, and when embarked in H.M. Ships for a short cruise, will be required to have the following uniform :—

No. 4 / No. 5	Frock Coat and Undress.	Frock Coat. Undress Coat (Monkey Jacket). Morning Waistcoat. Trousers, plain, blue. White Trousers, during the summer months. Cap (and cap covers from 1st May—30th September). Sword (Dirk for Midshipmen) and undress belt.
No. 7.	Mess Undress.	Jacket. Evening Waistcoat (blue). Plain Blue Trousers.

NOTE.—Officers below the rank of Sub-Lieutenant (confirmed) will not be required to provide themselves with frock coats.

(2) The following articles should also, as a general rule, be provided by Executive Officers when embarking in H.M. Ships :—

Uniform Greatcoat or Watch Coat.
Oilskin or Waterproof Coat.
Sea Boots.

(3) When attending courses in Gunnery or Torpedo Schools, Officers will wear when under instruction—

White Sweater.
White Flannel Trousers.

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(4) Officers attending levees must appear in the appropriate dress laid down for Officers, R.N., which will be found in the Quarterly Navy List.

43. General regulations regarding the wearing of uniform, patterns, &c. are contained in the Quarterly Navy List.

(*b*) MEN.

44. The uniform is to be of the same pattern as for Petty Officers and Seamen of the Royal Navy, with the following exceptions, viz. :—

(1) *Men not dressed as Seamen.*—To wear a " R.N.V.R." ½ inch in height on the left sleeve of the coat, the bottom of the " R.N.V.R." to be 4 inches above the bottom of the sleeve; gold on cloth, red on serge, and blue on white coats.

(2) *Men dressed as Seamen.*—To wear a " R.N.V.R." ½ inch in height on the left sleeve of the jumper, the bottom of the " R.N.V.R." to be 4 inches above the bottom of the sleeve; gold on No. 1 dress, red for other serge dresses, and blue for white dresses.

(3) All ratings are to wear a " R.N.V.R." ½ inch in height on each side of the collar of the overcoat; gold for Chief Petty Officers and Petty Officers who have completed one year's mobilised service as Petty Officer, and are confirmed in the rating, and red for the remainder.

(4) The cap ribbon is to be of Admiralty pattern approved for the R.N.V.R. bearing the name of the Division.

(5) Strict attention must be paid to Admiralty Fleet Orders directing the dress to be worn, so as to ensure uniformity in all details.

(6) Ratings are forbidden to appear partly in uniform and partly in civilian dress.

45. Every R.N.V.R. rating on first enrolment for 4 years' service will be supplied free of charge by the Admiralty through his Division with the kit of his rating as prescribed in Appendix D. Men advanced to a higher rating will be supplied gratuitously on promotion with the articles of kit of that rating which were not comprised in their former kit, any items of their former kit which the men will not wear in their new rating being withdrawn and dealt with as laid down in paragraph 7. Ratings will be required to maintain their kits at their own expense.

Articles comprised in the R.N.V.R. kits, as laid down in Appendix D, remain the property of the Crown. Except in the cases dealt with in Clauses 7, 8 and 9 of this Article, men will, however, on final discharge from the Reserve, be permitted to retain their kits.

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(2) Ratings are permitted to purchase at the current service issuing prices from Admiralty stocks, through their Divisions, articles of Seamen's clothing not included in the free kit, *e.g.*, shoes, overcoats, &c., and also stock items required for the maintenance of their kits, provided that the articles are necessary and required for their own personal use.

(3) Clothing required for kitting up new entries, and for sale to the men should be demanded in bulk by the Divisions periodically (say, monthly) from the Royal Victoria Yard, Deptford, S.E. 8. Full particulars of the sizes required should be given on the demands, and in the case of suits for men not dressed as seamen the demands should be accompanied by "self-measurement" forms so that the suits can be made up to the measurements of the individuals requiring them.

(4) Supply and Receipt Notes for the articles issued will be forwarded from Deptford to the Division when the clothing is despatched, and as soon as the clothing has been received and checked, the receipt notes should be signed and returned to the Royal Victoria Yard, Deptford.

(5) All clothing received is to be taken on charge by the Accountant Officer of the Division and accounted for as laid down in Chapter XVII., Section 5, Article 424. Accounts of individual issues of kits should be kept on Form S. 79.

(6) All articles are to be clearly marked at the headquarters of the Division or outlying unit before issue. A set of type for this purpose is supplied to each Division and outlying unit.

(7) The kits of men who leave the Reserve prior to the completion of 4 years efficient service or who are discharged for misconduct are to be withdrawn and either sold within the Division (the proceeds of the sale being credited to the Crown) or returned to the Royal Victoria Yard. Such men are, in addition, to be charged with the value of any article missing from their kit, or for any deterioration of their kit not due to fair wear and tear.

(8) The kits of men discharged dead prior to the completion of four years' efficient service are to be dealt with as provided in Clause 7, except that, when death occurs whilst a man is undergoing training, the articles comprised in his R.N.V.R. kit (*see* Appendix D) should be sold on board ship for the benefit of the Crown, any other articles being disposed of in accordance with Article **1769,** King's Regulations and Admiralty Instructions, as in the case of ratings of the Royal Navy.

(9) Reservists discharged for misconduct whilst mobilised are to be dealt with in the matter of kit as laid down in Article **1597** of the King's Regulations and Admiralty Instructions. The period of two years referred to therein is to be reckoned from the date the men are mobilised and the amount to be charged is the value of the full regulation kit of the

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corresponding rating R.N., *excluding* Bedding. Bedding, which is supplied to all Reservists on loan, should be withdrawn and returned to store.

(10) Men who—on completion of their first period of enrolment (4 years)—re-enrol for a further period of 4 years are to have their kits surveyed by the Accountant Officer of the Division and brought up to the requisite complete outfit by the free issue of the necessary articles to replace such articles as are found to be unserviceable. On completion of the period, the same procedure is to be followed in the event of re-enrolment for a further period of 4 years, and so on.

(11) Men who volunteer for Naval training in H.M. Ships or Establishments for any period exceeding twenty-eight days, but not exceeding sixty days, may be supplied, free of charge, with an extra suit or a pair of boots before being sent for training, and men who volunteer for naval training in H.M. Ships or Establishments for a period of more than sixty days may be supplied, free of charge, with an extra suit and an extra pair of boots, before being sent for training, provided that in each case the issue is recommended by the Commanding Officer of their Division, after inspection of their kits.

46. When called up for active service in the event of war every man is to take with him his regulation peace kit complete, and this instruction must be strictly observed. If, owing to exceptional circumstances, a man appears at the R.N. Barracks without a kit he will be supplied with an emergency kit, consisting of the more essential articles only, at first. At the earliest opportunity after joining every man is to complete the kit in his possession to the full regulation kit of his corresponding rating R.N., and he will be required to maintain this kit until demobilised.

(2) To enable men to complete and maintain their kits they will be credited with a clothing gratuity sufficient to cover the cost of providing the articles (other than bedding) which are in the active service kit but are not in the R.N.V.R. peace kit, and they will receive kit upkeep allowance at active service rates. The amount of the gratuity, &c., will depend on the cost of clothing at the time of mobilisation, and will be notified in Admiralty Fleet Orders. No clothing gratuity is to be credited, nor is any clothing to be issued to men found medically unfit for service.

(3) A set of bedding consisting of—

one bed,	two hammocks,
one blanket,	one set of clews,
two bed covers,	one lashing,

will be supplied to each man at the R.N. Barracks. The bedding will be retained by the man for the whole of his mobilised service, but is to be regarded as " on loan " and is to be returned into

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store on demobilisation unless orders to any other effect are given at the time.

(4) Men dressed as Seamen will wear the cap ribbons of the ship to which they are drafted and two ribbons will be issued free of charge to every man on first joining his ship.

(5) Except as provided in Clauses (3) and (4), men will pay for all the clothing, &c., with which they are supplied out of their Clothing Gratuity and Kit Upkeep Allowance.

Badges.

47. R.N.V.R. ratings are eligible for the award of Good Conduct Badges in respect of Mobilised Service as Reservists, and/or former Active Service in the R.N., R.M., Army, or Royal Air Force, under the same conditions and restrictions as men of the Royal Navy.

Except when R.N.V.R. ratings are mobilised, Good Conduct Badges are only to be granted to them under the authority of the Admiral Commanding, who will refer the applications to the Admiralty for verification of the former service claimed.

(2) R.N.V.R. ratings will wear the badge of any non-substantive rating for which they may qualify from time to time in accordance with the provisions of Article **168.**

(3) Good Shooting Badges will only be worn during the year in which a rating qualifies as a marksman, under the same regulations as for the Royal Navy. Should a rating fail in any subsequent year to requalify, he is to cease to wear the badge until he requalifies.

(4) Buglers are to wear a bugle badge when qualified.

(5) The distinguishing badge for Chief Motor Mechanics will be a two-bladed propeller with stars above and below the boss and a crown above the upper star. The badge for Motor Mechanics will be the same but with the stars only.

48. Band ratings are to wear the uniform laid down in Appendix D with the following distinguishing badges :—

Bandmaster (C.P.O.).—Badge representing a harp to be worn on each side of collar and a badge representing a harp surrounded by oak leaves to be worn on lower half of right sleeve.

Assistant Bandmaster (P.O.).—Badge representing a harp to be worn on each side of collar; Petty Officer's badge on left arm.

Band Corporal (L.S.).—Badge representing a harp to be worn on each side of collar; Leading Seaman badge on left arm.

Enrolled Bandsmen.—Badge representing a harp to be worn on each side of collar.

NOTE.—Badges of rating worn on the arms to be midway between the elbow and the point of the shoulder.

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General.

49. Bands of Divisions or outlying Units are not to appear in uniform for any purpose without the consent of the Commanding Officer of the Division or outlying Unit.

SECTION III.

Decorations and Medals.

50. Decorations and medals are to be worn in conformity with the King's Regulations and Admiralty Instructions.

51. The "Volunteer Officers' Decoration" and the "Long Service and Good Conduct Medal" will be granted under the following conditions:—

I.—Decoration for Officers of the Royal Naval Volunteer Reserve.

(1) *Eligibility.*—Volunteer Officers having 20 years' service (which need not be continuous) may be granted a decoration designated "The Volunteer Officers' Decoration." Honorary Service will not be allowed to count except as provided in clause (*d*) with regard to Chaplains already serving. The following will be allowed to reckon towards the 20 years:—

(*a*) All service over 17 years of age as a Midshipman, and all commissioned service in the Royal Naval Volunteer Reserve, or in the disbanded Royal Naval Artillery Volunteers, and all commissioned Service in the Army Volunteer or Territorial Force, or in a contingent of the Officers' Training Corps.

(*b*) Half the time served as a Petty Officer or a man of the Royal Naval Volunteer Reserve, or in the ranks of the late Royal Naval Artillery Volunteers, or of the Army Volunteer or Territorial Force, or as a cadet in a senior contingent of the Officers' Training Corps from the age of 17. Service in the ranks of a junior contingent of the Officers' Training Corps from the age of 15 will also count as half time, provided that the unit formed part of the organisation existing before 21st May, 1910.

(*c*) All previous service qualifying for the Colonial Auxiliary Forces Officers' Decoration.

(*d*) Chaplains will be eligible for the decoration, this being retrospective to the date of entry in the case of Chaplains already serving in the R.N.V.R.

(2) Officers who belonged to the R.N.R., R.N.V.R., and R.N.A.S.B.R., either as officer or man, on the 4th August 1914, may be allowed to count mobilised time from that date to the date of demobilisation as double in the case of officer's time or full in the case of man's time for the purpose of reckoning eligibility for this decoration.

(3) Those serving as indicated in clause 2 who may subsequently have performed war service in any other branch of the Naval Forces (including that under special Naval engagements, T. 124 and its variants), or the Army or the Royal Air Force, may similarly count such war service as double or full time respectively.

(4) Full actual mobilised time qualifying as above for the R.N.V.R. Medal shall be allowed to reckon as qualifying service for the R.N.V.R. Officers' Decoration instead of half such time under peace conditions.

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(5) The requirement that the last five years' qualifying service must be in the R.N.V.R. is abrogated in the case of those coming under the foregoing concessions.

(6) An officer who has previously been granted the R.N.V.R. Medal, and is subsequently granted the Volunteer Officers' Decoration, may wear both medal and decoration.

(7) Officers and men who transfer to the R.N.V.R. from the Territorial Force before completing time for the T.F. Decoration or Medal, and have not qualified for either in respect of service during the war, may be allowed to reckon any period counting towards those decorations for the Volunteer Officers' Decoration or R.N.V.R. Medal, provided the last five actual years have been served in the R.N.V.R.

(8) *Applications.*—Applications for this decoration are to be made in writing by the Commanding Officer of each Division, and each case is to be supported by a statement of the applicant's service on Form R.N.V. 11. The decoration being granted as a reward for good and long service, Commanding Officers should in each case state in general terms the reasons which, in their opinion, give the applicant a claim to receive the decoration. Commanding Officers will forward their recommendations to the Admiral Commanding for the consideration of the Admiralty, and the decoration if awarded will be issued from the branch of the two services in which the Officer shall have served the greater portion of his last 10 years of qualifying service.

(9) The letters "V.D." will be inserted in the Navy List against the name of the Officer to whom the decoration is given.

(10) Any officer on whom this decoration has been conferred may be deprived of it, with the King's approval, if convicted of any act derogatory to his honour as an officer or a gentleman.

II.—Long Service and Good Conduct Medal.

(1) *Eligibility.*—Men of the Royal Naval Volunteer Reserve may be granted a medal for long service and good conduct after 12 years' service in the Volunteer or Territorial Forces, including service from the age of 15 in a Cadet Corps or Cadet Battalion of the Army Volunteers, provided that their character has never been assessed below "Very Good" while embarked in H.M. Ships or Establishments for service or Naval training. Men who entered the Reserve on or after the 1st July, 1919, if they have been mobilised for actual service, must be in possession of the maximum number of Good Conduct Badges for which they could have qualified during the period of actual service.

Only service as an "Efficient" will be allowed to count towards the qualifying period, but the service need not be continuous.

(2) Service with the Regular Forces, Militia or Special Reserve, will not be allowed to reckon towards the qualifying period, but all service with the Auxiliary Forces, including service qualifying for the Colonial Auxiliary Forces Long Service Medal, will reckon, provided that the last five years have been served in the Royal Naval Volunteer Reserve. For this purpose service in the disbanded Royal Naval Artillery Volunteers will reckon as service in the Royal Naval Volunteer Reserve.

Service in Boys' Companies will be allowed to reckon towards the grant of the medal, subject to the following rules:—

(*a*) To count his service as a boy he must enrol in the Royal Nava Volunteer Reserve, direct or through a Probationer Company, within six months of leaving the Cadet Company.

(*b*) He will not be permitted to count service before the age of 15.

(3) The medal may be granted to men who have quitted the force after completing 12 years' service. It may also be granted to a Commissioned Officer who has served as Warrant Officer, Petty Officer or man in the R.N.V.R., or as a non-commissioned officer or man in some other qualifying unit other than a Cadet Corps or Cadet Battalion, on com-

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pletion of 12 years' combined service, provided that he is not eligible for the decoration for officers and provided that he was promoted to commissioned rank in the R.N.V.R. before 9th June, 1927.

Service in the ranks of a junior contingent of the Officers' Training Corps from the age of 15 will count as service provided the unit formed part of the organisation existing before 21st May, 1910, and the officer concerned entered the R.N.V.R. within six months of leaving the contingent.

(4) Men who belonged to the R.N.R., R.N.V.R., and R.N.A.S.B.R. on the 4th August, 1914, may be allowed to count mobilised time from that date to the date of dispersal as double for the purpose of reckoning eligibility for this medal.

(5) Those serving as indicated in clause 4 who may subsequently have performed war service in any other branch of the Naval Forces (including that under special Naval engagements, T. 124 and its variants), or the Army or the Royal Air Force, may similarly count such war Service as double time.

(6) Full actual mobilised time qualifying as above for the R.N.V.R. Medal shall be allowed to reckon as qualifying Service for the R.N.V.R. Officers' Decoration instead of half such time under peace conditions.

(7) The requirement that the last five years' qualifying service must be in the R.N.V.R. is abrogated in the case of those coming under the foregoing concessions.

(8) An Officer who has previously been granted the R.N.V.R. Medal, and is subsequently granted the Volunteer Officers' Decoration, may wear both medal and decoration.

(9) Men who have been granted the R.N.R., R.N.V.R., or R.N.A.S.B.R. Long Service Medals, and who have served for a further period which would have again qualified them for an award of a medal, may be awarded a clasp to the original medal. The clasp may also be granted under the same conditions to Officers who have received the medal, provided they are not eligible for the award of the Volunteer Officers' Decoration.

(10) Officers and men who transfer to the R.N.V.R. from the Territorial Force before completing time for the T.F. Decoration or Medal, and have not qualified for either in respect of service during the war, may be allowed to reckon any period counting towards those decorations for the Volunteer Officers' Decoration or R.N.V.R. Medal, provided the last five actual years have been served in the R.N.V.R.

(11) *Applications.*—Applications should be made on Form R.N.V. 12 to the Admiral Commanding, who will determine the validity or otherwise of any claim.

(12) *Forfeiture of Medal.*—When the conduct of a member after he has been awarded the medal is considered to be such as to disqualify him from wearing it, he may be deprived of it by the Admiral Commanding. The deprivation will be reported to the Admiralty.

(13) *Loss of Medal.*—When it is desired to replace a medal which has been accidentally lost by the holder, a declaration must be made before a Magistrate, or before a Commissioned Officer of the R.N.V.R., stating the circumstances in which the loss occurred, and the name, rank, and official number of the man to whom the medal belonged. This declaration will be sent to the Admiralty through the usual channel in the case of a man who is still serving, and direct in the case of one who has retired. The medal will be replaced, on payment, if the explanation as to its loss is considered satisfactory.

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Chapter V.—Permanent Staff.

SECTION I.

General.

54. The permanent staff of a Division comprises the Officer Instructor, Petty Officer Instructors, Civilian Writer, Shipkeepers and Caretakers, as shown in Table C, page 10.

(2) The conditions of service, including the remuneration of all members of the permanent staff are laid down by the Admiralty, and are in no circumstances to be varied without the prior approval of the Admiral Commanding.

Except as provided in Article 97 no entry or discharge of a member of the permanent staff is to be made without similar approval.

55. Officers, Petty Officers, and men of the permanent staff will be held responsible that they do not allow themselves to be complimented, either directly or indirectly, by presents or collective expressions of opinion from persons who are serving or who have served in the Division to which they are attached.

56. All accidents to, and cases of sickness of members of the permanent staff are to be reported to the Admiral Commanding and Accountant Officer, Naval Reserves, as they occur. A further report is to be forwarded when the officer or man concerned returns to duty.

(2) A report is to be rendered to the Admiral Commanding and Accountant Officer, Naval Reserves, upon each occasion of an Instructor being embarked for training with Volunteers, or sent for a course of Instruction at a Naval Establishment, a similar report being rendered upon his return to duty.

57. While any member of the permanent staff is on leave or sick leave, proper arrangements must be made by the Commanding Officers for the efficient performance of his duties by other members of the staff.

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SECTION II.

Officer Instructors.

64. Officer Instructors will be appointed by the Admiralty, being selected from Officers on the Active List of the Royal Navy of and below the rank of Commander.

(2) They will be borne on the books of H.M.S. " President II," and will receive the pay and allowances of their rank. Their conditions of service will continue to be governed by the King's Regulations and Admiralty Instructions as in the case of any other shore appointment. Applications for leave are to be submitted to the Admiral Commanding on Form S. 539.

(3) On relief, an Officer Instructor will be allowed seven days with his successor in order to permit of his duties, stores, etc., being properly turned over. The appointment of the relief will be dated accordingly.

65. Officer Instructors will not, as heretofore, receive Commissions as Commanders in the Royal Naval Volunteer Reserve, but will rank according to the dates of their commissions in the Royal Navy. The command of the whole Division will always devolve upon the Senior R.N.V.R. Officer.

(2) Time served by Officer Instructors will count as " service." (Article **248,** King's Regulations.)

(3) On the relief of an Officer Instructor, the Commanding Officer of the Division is to prepare a form of Certificate (in duplicate) on the lines of Form S. 450, showing the periods of the Officer's service as Officer Instructor, and the manner in which he has performed his duties. This Certificate is to be forwarded to the R.N.V.R. Committee for concurrence and for the approval of the Admiral Commanding. The original Certificate will then be issued to the Officer, the duplicate being retained at the Admiralty for record.

(4) He is purely a Staff Officer, and is not entitled to take command of any of the R.N.V.R. when an Officer of the Royal Naval Volunteer Reserve is present, except for the purpose of instruction.

66. Before taking up his appointment, the Officer Instructor will be required to undergo a short course of Instruction in one of the Gunnery Schools.

67. An Officer Instructor is appointed to give instruction to the R.N.V.R. He is subject to the orders of the Commanding Officer of the Division, and he is required to assist him in carrying on the naval duties of the Division; but he is not to take any part in the civil affairs of the Division, except where expressly authorised by these Regulations.

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68. It is his duty to keep the sub-division Records of Service, and to make himself acquainted with all the members of the Division, their qualifications, &c. In the case of outlying units, the Records of Service may, at the discretion of the Commanding Officer of the Division, be kept by the Officers in command of such outlying units, but the Officer Instructor is to examine them periodically.

69. He is to superintend the drills and exercises of the Division, and is, under the Commanding Officer, to have control over the Petty Officer Instructors of the several sub-Divisions both as regards their discipline and duties as Instructors.

(2) He is to keep a diary in his own handwriting of the instruction imparted to the R.N.V.R. (on Form R.N.V. 5). The record of instruction should be entered in detail; details of outlying units are to be obtained periodically and entered in this diary, which will then form a complete record of instruction in the whole Division.

(3) This diary, which is also to contain a monthly tabular statement showing the names of Officers who have attended drill and the number of hours so employed, is to be transmitted through the Commanding Officer of the Division (who should note his approval or otherwise thereon) to the Admiral Commanding on the first day of every month.

70. He is responsible that the duties of the Petty Officer Instructors and of the Permanent Staff generally are properly performed, and that the drills are in accordance with those laid down for the Royal Navy.

(2) Should he have occasion, he is to report any misconduct or incompetence on the part of a Petty Officer Instructor to the Admiral Commanding through the Commanding Officer of the Division.

71. He is to pay at least two visits in each month to each outlying unit.

72. An Officer of the R.N.V.R., who in the opinion of the Admiralty is duly qualified, may be appointed by the Admiralty to perform the duties of Officer Instructor during a vacancy, or during the absence of the latter Officer when attending a Gunnery Course under Admiralty appointment, or upon certified sick leave, and may be granted the naval pay of his rank (together with lodging allowance, if actually put to extra expense in this respect owing to his instructional duties) for the period during which he is so employed.

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SECTION III.

Petty Officer Instructors.

75. Petty Officer Instructors will be appointed in accordance with the following regulations.

76. The names of Chief Petty Officers and Petty Officers (holding the non-substantive rating of Gunner's Mate, Torpedo Gunner's Mate or Physical and Recreational Training Instructor) Chief Yeomen and Yeomen of Signals, Chief and Petty Officer Telegraphists and Chief and other Ordnance Artificers will, on application, be noted on a roster at the Naval depôts. Applications to be placed on the roster may be made any time after the applicant is within six months of completing time for pension, but no applicant will actually be appointed until he is pensioned. If not selected for appointment within 12 months after being pensioned, the eligibility of applicants for appointment will normally lapse.

(2) Commanding Officers of Divisions are to make a report to the Admiral Commanding two months before the appointment of a Petty Officer Instructor is due to expire. Similar notice is to be given in the case of a Petty Officer Instructor who wishes to be relieved at his own request.

(3) Suitable men of very good character who have actually been pensioned will then be selected from the rosters of the depôts. On taking up appointment they will be required to be in possession of the kit of the rating they last held in the Royal Navy.

(4) They will normally take up their appointments four days before their predecessors' period of service with the force expires, to allow of the duties, etc., being properly turned over.

(5) Petty Officer Instructors will normally be appointed for a period not exceeding three years; but in very exceptional circumstances, where this is strongly recommended, applications to extend the appointments from three to four years may be submitted to the Admiral Commanding by the Commanding Officers of the Divisions for consideration. On appointment, Petty Officer Instructors will be required to sign a non-continuous service engagement. During appointment, they will not in peace time be liable to be employed on other duties or to be drafted to sea. They will, however, be required to serve afloat for short periods, as necessary, with parties of volunteers embarked for training.

(6) Petty Officer Instructors who are members of the R.F.R. are exempt from reserve drill while employed as Instructors to the R.N.V.R.

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77. Petty Officer Instructors will retain their Naval rating and be borne on the books of H.M.S. "President II," receiving their pay from the Accountant Officer, Naval Reserves, R.N. Barracks, Chatham.

(2) Their service certificate will be retained at the office of the Admiral Commanding.

(3) Medical history sheets are to be kept by the Medical Officers of Divisions, care being taken that when a Petty Officer Instructor is discharged, his medical history sheet is forwarded to the Admiral Commanding. The "original" dental history card, M. (D.S.) I. is to accompany the medical history sheet, and a record of any dental treatment is to be noted thereon.

78. The emoluments and conditions of service of Petty Officer Instructors are as follows :—

(1) *Pay.*—They will receive pay at a flat rate of 11*s.* 6*d.* a day in addition to their pension. This flat rate is inclusive, and non-substantive pay, badge pay, kit upkeep, lodging and provision allowances will not be payable in addition thereto. Marriage allowance will, however, be payable under the usual conditions.

(2) *Quarters.*—Where quarters for a Petty Officer Instructor are provided, the inclusive rate of pay will be reduced by such amount as the Admiralty may determine. If quarters are also provided for the Petty Officer Instructor's family, a further deduction of 7*s.* a week will be made from marriage allowance in accordance with Article **1767,** Clause 10, King's Regulations and Admiralty Instructions.

Petty Officer Instructors who are subject to the deduction in respect of quarters provided at their place of duty will continue to be subject to this deduction if they should be sent to one of H.M. Ships or to a Naval Hospital or other Naval Establishment.

(3) *Medical Treatment.*—(*a*) Petty Officer Instructors will be eligible for medical attendance and dental treatment at the public expense.

(*b*) In cases where an Admiralty surgeon and agent is the nearest medical practitioner, or resides less than one mile from the patient's house, such surgeon and agent will attend on the requisition of the Commanding Officer on Form M.211.

(*c*) In other cases a local medical practitioner (where possible one who resides within a mile of the house) is to be employed, the rate of charge not to exceed that authorised by Article **1440,** King's Regulations and Admiralty Instructions.

(*d*) Dental treatment will be carried out by dental surgeons (civil) adjacent to the different headquarters,

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particulars being reported to the Accountant-General of the Navy.

(*e*) Petty Officer Instructors will be eligible for free treatment and maintenance in Naval hospitals, but as their rate of pay includes provision for the cost of victualling, a charge will be made for their subsistence in a Naval hospital. The amount of this charge will be fixed from time to time and will be promulgated in Admiralty Fleet Orders.

(4) *Victualling when Embarked, etc.*—When embarked in H.M. Ships or attending a course at a Naval Establishment, Petty Officer Instructors will be borne nominally on the books of the ship or depôt, and victuals will be issued on a repayment basis at the then current rates, repayment being effected by stoppage from pay, which will continue in issue by the Accountant Officer, Naval Reserves.

(5) *Uniform.*—The Instructors will wear the uniform of Chief Petty Officer, R.N., being supplied free on first appointment with such articles as are required to complete the kit of the rating they last held in the Royal Navy to that of Chief Petty Officer. The rate of pay being inclusive, they will thereafter be required to maintain this uniform at their own expense.

(6) *Travelling Expenses and Conveyance of Furniture.*—*See* Article **379.**

(7) *Leave.*—Leave, including sick leave, will be granted on the scale laid down in the King's Regulations and Admiralty Instructions for men serving in Shore Establishments.

(8) *Pension.*—Time served as Petty Officer Instructor to the R.N.V.R. will not count towards increase of pension.

79. Petty Officer Instructors are to give instruction to the R.N.V.R. under the direction of the Officer Instructor. They are subject to the command of their Superior Officers of the R.N.V.R., and are to assist them in carrying on their Naval duties, but they are not to take any part in the civil affairs of the Division.

(2) They may be employed on clerical work, supervision of repairs, and general duties connected with the Division under the authority of the Officer Instructor, provided their instructional duties are not interfered with.

(3) They are purely Staff Petty Officers, and are not entitled by virtue of their Naval rank to take the command of any of the R.N.V.R. when a Petty Officer of the force is present, except for the purpose of instruction.

(4) They are to consider the Officer Instructor as their immediate superior, and apply to him in all matters that may be necessary.

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(5) They are expected on all occasions to set an example to the R.N.V.R., and they will only be allowed to retain their positions so long as they conduct themselves, and perform their duties, satisfactorily.

(6) Each Petty Officer Instructor is to keep such record of the drills carried out under his supervision as the Officer Instructor may require (*see* Article **69,** Clause 2).

80. Torpedo Instructors are to visit a Torpedo School annually in order to keep in touch with the latest development.

(2) The visit will last for five days, and instructors may be sent as convenient, except when the schools are closed for leave or manœuvres, arrangements being made between the Commanding Officers of the respective Divisions and the Captain, H.M.S. "Vernon."

(3) Instructors from London, Tyne and Sussex Divisions are to be sent to H.M.S. "Vernon," and those from Bristol, Mersey, Clyde, East Scottish and Ulster Divisions to H.M.S. "Defiance."

81. Ordnance Artificer Instructors are, under the direction of the Officer Instructors, to carry out the duties of examining and repairing the guns, mountings, small arms, &c., supplied to the Divisions.

Their services are also to be utilised for giving instruction to the R.N.V.R. in gun-mountings, breech-fittings, &c., the occasions being noted in the Officer Instructor's diary.

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SECTION IV.

Shipkeepers.

97. Shipkeepers and caretakers are appointed on a civilian basis at rates of pay fixed by the Admiralty from time to time. This rate of pay is not to be varied or supplemented without prior Admiralty sanction.

When vacancies within the authorised complement occur, suitable ex-Service ratings are to be entered direct by Commanding Officers of Divisions, the dates of discharge and entry being reported to the Admiral Commanding and the Accountant Officer, Naval Reserves, immediately the change occurs. The Service Certificate of the newly entered man is to be forwarded to the Admiral Commanding at the same time.

Pay will commence only from the date on which duty is actually taken up and appointments are not to overlap, *i.e.*, pay is not to be issued to the new entrant until his predecessor has vacated the appointment.

(2) The appointments of Shipkeepers and Caretakers will ordinarily be terminated when they reach the age of 60 years. In special cases service may be extended year by year up to the age of 65 years, provided that at 60, and annually from that time, retention is recommended to the Admiral Commanding Reserves by the Commanding Officer of the Division concerned; but in no case will an extension be granted beyond the age of 65. A medical certificate stating that the man in question is physically fit to continue the work on which he is employed must accompany every application for an extension.

(3) Shipkeepers and Caretakers may be allowed a maximum period of 14 days' leave with pay in each year, at the discretion of the Commanding Officers of the Divisions to which they are attached.

(4) Those who have completed 6 months' service as such may be granted sick leave with pay, less the normal amount of sickness benefit under the National Health Insurance Acts, for a period not exceeding 8 weeks in any period of 12 months. For this purpose the normal amount of sickness benefit will be that payable in respect of a fully insured male person, and the deduction will be made in every case without regard to whether benefit is actually received, or to the rate actually drawn.

(5) *Travelling and Removal Expenses.—See* Article **379** (2).

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98. Shipkeepers and Caretakers are responsible for the maintenance of the Drill Ships or shore establishments in an efficient condition, and are also to carry out Watchkeeping.

99. Shipkeepers and Caretakers are to wear a special uniform consisting of a blue serge double-breasted eight-button coat with a gold anchor on each side of the collar, blue serge waistcoat and trousers, and cap similar to that worn by Chief Petty Officers but with a gold anchor in lieu of the ordinary badge. White collars and ties are to be worn with this uniform.

(2) On appointment, Shipkeepers and Caretakers will be supplied with the following free kit :—

Blue serge working dress as described above -	2 suits.
Blue combination suits - - - - -	2 ,,
Cap and anchor badge - - - - -	1
Cap covers, white - - - - - -	2
Half-boots - - - - - - -	1 pair.

(3) They will also receive an allowance to assist in the upkeep of this kit. The actual rate of the allowance will be dependent upon the issuing prices of clothing and will be promulgated from time to time by means of Fleet Orders.

(4) A Shipkeeper or Caretaker who voluntarily vacates his appointment, or who is discharged for misconduct or on account of sickness within his own control, within 12 months of being appointed will be required to refund the value of the kit supplied. The form of receipt given on supply of the kit is to contain an undertaking to this effect. A Shipkeeper who is re-engaged within one year of previous service as a Shipkeeper, and who has not refunded the value of his kit as provided for above, is not to be supplied with a new kit at the public expense.

(5) The men will receive their kits through the Accountant Officer of the R.N.V.R. Division to which they are attached, who will include the necessary items in his periodical demands for clothing on the Royal Victoria Yard, Deptford, the caps and blue serge suits required for shipkeepers being specially indicated on the demand to ensure the correct pattern being supplied. Duly completed self-measurement forms are to accompany the demands as usual. The Accountant Officer is to show the gratuitous issues to the Shipkeepers, &c., separately in his Clothing Account.

(6) Shipkeepers and Caretakers will be allowed to purchase on repayment from service stocks, through the Accountant Officer of the Division to which they are attached, articles required to maintain their kit. Commanding Officers of Divisions are responsible that only such articles as may actually be necessary to keep the kit complete are demanded.

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SECTION V.

Civilian Writers.

101. Civilian Writers are appointed to the Permanent Staff of Divisions at a rate of pay fixed by the Admiralty from time to time. This rate of pay is not to be varied or supplemented without prior Admiralty sanction.

(2) The appointments will ordinarily be terminated when the holders reach the age of 60 years. In special cases, however, extensions may be granted to the age of 65 under the conditions laid down in Article **97** (Clause 2) for Shipkeepers.

102. Civilian Writers may be allowed a maximum period of 18 days' leave with pay in each year at the discretion of the Commanding Officers of the Divisions to which they are attached.

Subject to a qualifying period of 6 months' service, and to deductions under the provisions of the National Health Insurance Acts, sick leave with pay may be allowed for a period not exceeding 10 weeks in any period of 12 months.

103. The Civilian Writer is required to perform the clerical work entailed in the administration of the Division, and is, under the direction of the Accountant Officer, to give instruction to the R.N.V.R. Writers (*see* Appendix C, Section VII, paragraph 1 (*b*), page 176).

Chapter VI.—Entry and Appointment of Officers.

General.

104. All officers of the Royal Naval Volunteer Reserve are appointed by the Admiralty and receive appointments, warrants or commissions in the same manner as officers of corresponding rank in the Royal Navy.

(2) All candidates recommended by the R.N.V.R. Selection Committee will be nominated by the Admiral Commanding for appointment, warrant or commission.

105. Officers who have resigned their commissions in the R.N. or R.N.R. may apply for entry in the R.N.V.R.

(2) Officers on the Retired or Emergency List, R.N., or the Retired List, R.N.R., may similarly apply for entry.

(3) Officers entered in the R.N.V.R. under Clauses 1 and 2 will not as a general rule be appointed in a higher rank than that of Lieutenant, R.N.V.R.

(4) In the event of Officers on the Retired or Emergency List, R.N., or the Retired List, R.N.R., being called into active employment in time of war or emergency, Officers appointed to the

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R.N.V.R. under Clause 2, will revert to the R.N. or the R.N.R., as the case may be.

(5) No applicant will be appointed if his usual or intended place of residence is outside the United Kingdom.

106. Commanding Officers of Divisions are to submit, through the R.N.V.R. Committee for the consideration of the Admiral Commanding, the names of persons whom they recommend for appointment or promotion as Officers in their Divisions.

(2) In the case of gentlemen who are recommended for first appointment, the application is to be accompanied by form R.N.V. 1, duly completed.

(3) R.N.V.R. ratings of all branches who fulfil the necessary qualifications may be considered with others for commissioned rank to fill vacancies in the establishment.

(4) Warrant officers will be chosen only from ratings.

107. All officers will enter for General Service and will be available to serve wherever they may be required.

(2) Officers will not be required to enter for any fixed period.

(3) No applicant will be appointed to the R.N.V.R. unless he is of pure European descent, and the son of either natural-born or naturalised British subjects. In the event of an officer after appointment becoming a naturalised foreign subject it will be his duty to report the fact forthwith to the Admiral Commanding through his Commanding Officer, and to resign his commission.

(4) All candidates for entry must satisfy—

(*a*) A Medical Board that they are physically fit for service in the branch which they wish to enter.

(*b*) A Selection Board composed of members of the R.N.V.R. Committee that they have the qualifications required of an Officer. In the case of :—

(i) Engineer Officers, the Engineer-in-Chief will be represented on the Committee.

(ii) Accountant Officers, the Paymaster Director-General will be represented, together with the senior Accountant Officer on the staff of the Admiral Commanding.

(iii) Medical Officers, the Medical Director General will be represented.

108. Officers will be entered by the Selection Board in the particular branch of the R.N.V.R. for which they are best fitted. In exceptional cases they will be allowed to exchange into another branch at the discretion of the Admiral Commanding.

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(2) All officers will be entered on probation and will not be confirmed until they have—

(*a*) Served for one year as probationary.

(*b*) Completed the prescribed period of training (except in the case of Probationary Chaplains, who perform no training).

(*c*) Been recommended as suitable by the Commanding Officer of H.M. Ship or establishment in which the training was performed, and the Commanding Officer of their Division.

(*d*) In the case of Probationary Surgeon Sub-Lieutenants, reached the age of 21.

(3) Exception will, however, be made in the case of those officers who served afloat during the war as officers in the R.N., R.N.R., or R.N.V.R., and such officers may count their service before and during the late war towards their seniority in the permanent R.N.V.R. provided that they do not enter senior to any pre-war R.N.V.R. officer of similar rank.

(4) Officers who joined the R.N., R.N.R., or R.N.V.R. during the war, but who performed no sea service, will be required to enter as Probationers, and will not count their war service towards their seniority in the R.N.V.R. except at the discretion of the Admiral Commanding.

Executive Officers.

109. The age for officers on first appointment to the Executive Branch will be—

Probationary Midshipman - - -	17 to 21
Probationary Sub-Lieutenant - - -	21 to 24

NOTE.—The maximum age of entry as Midshipman and the minimum age of entry as Sub-Lieutenant will be similar to that laid down as the minimum age for promotion to acting Sub-Lieutenant in the R.N.R., the latter being subject to periodical revision in order that it may approximate to the age at which Midshipman R.N. are being promoted.

(2) Executive Officers will be entered in one of these ranks, preferably as Midshipman.

(3) In special cases officers between the ages of 24 and 28 may be entered as Probationary Lieutenants, at the discretion of the Admiral Commanding.

Engineer Officers.

110. Engineer Officers who are qualified and experienced in internal combustion engines will be entered, but the branch may be opened to other Engineers subsequently as requirements arise.

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(2) Officers will be entered as Probationary Engineer Lieutenant subject to the following qualifications :—

(*a*) Age between 23 and 28 years.

(*b*) Possession of satisfactory records and qualifications which must include—

(i) Workshop service as defined below.

(ii) The possession of a University degree in Engineering, a diploma or certificate in Engineering, of a recognised Engineering Institution; or, alternatively, satisfactory replies to the questions of a general Mechanical Engineering paper set at the Admiralty.

Workshop Service.—The workshop service of a candidate must have been performed in works where steam engines, boilers, &c., or internal combusion engines are made or repaired. No time served before the age of 15 will be counted.

Not less than two years of the apprentice time must have been spent at fitting, erecting, or repairing engines and machinery either in works or outside. The remaining two years may be made up of time spent in engine works at fitting, erecting, or repairing engines and machinery or at one of the other branches of the trade given below, or at an approved technical school; the time so spent to count as follows :—

Fitting, erecting, repairing, or turning	Full time.
Working in drawing office	Full time up to one year, and beyond one year one-half time.
Pattern-making	One-half time with a maximum allowance of one year.
Planing, slotting, shaping, and milling	One-third time.
Boiler-making or repairing	One-half time.
Smith work	One-half time with a maximum allowance of one year.
Coppersmith work	One-third time with a maximum allowance of six months.

Workshop service other than the above may be accepted if it is considered by the Admiralty useful and equivalent training for an Engineer. For each 12 months of such service accepted the candidate must have performed at least an additional three months' service on marine engines, either in the works or on regular watch in the main engine-room or on day work at sea.

Service in a colonial or foreign workshop will not be accepted unless the Admiralty is satisfied in each case that its value is

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substantially equivalent to that of service performed in the United Kingdom.

Time spent after the age of 15 at an approved technical day school where there is an engineering laboratory, may be taken into account and accepted as equivalent to artisan service, usually at the ratio of three years in the technical school to two in artisan service, provided that the applicant has taken the full engineering course and can produce the Principal's certificate for regular attendance at all the approved classes and for satisfactory progress; and provided also that the remaining portion of the time has been spent in works where engines, boilers, &c., are made or repaired, in accordance with the scale of values indicated above.

Special Branch.

111. The special branch of the R.N.V.R. will consist of those officers who have no qualifications for and are not required to perform Executive, Engineering, Medical, Accountant or Chaplains' duties, but who are required by the Navy as specialists in certain subjects such as Civil Engineers, Chemists, Designers, Professors, Artists, Interpreters, &c.

(2) Special Branch Officers will have executive titles and will be entered in the confirmed rank of Lieutenant (Sp.). Age on entry will be at the discretion of the Admiral Commanding.

Medical and Dental Branch.

112. Officers will be entered as Probationary Surgeon Lieutenants. Age on entry 21 to 32.

(2) Candidates must be registered under the Medical Act in force as qualified to practice Medicine and Surgery in Great Britain and Ireland. In applying, full particulars of Medical qualifications are to be stated.

(3) When selecting Medical Practitioners for appointment as Surgeons and Agents, or similar posts, the Admiralty will give preference to candidates who hold commissions in the R.N.V.R.

(4) *Probationary Surgeon Sub-Lieutenants.*—Medical Students attached to a leading Medical School who have passed their Intermediate Examination in Anatomy and Physiology but who are not fully qualified Medical Practitioners are eligible for appointment as Probationary Surgeon Sub-Lieutenants, R.N.V.R., if not less than 19 or more than 26 years of age.

NOTE.—Upon obtaining full qualifications as Medical Practitioners, Probationary Surgeon Sub-Lieutenants or Surgeon Sub-Lieutenants who desire to remain in the R.N.V.R. may be promoted to the rank of Surgeon Lieutenant, R.N.V.R., and placed on List I, or List II, at their option and at the discretion of the Admiralty, provided vacancies exist.

Should they, however, desire to enter as candidates for appointment as Surgeon Lieutenants, Royal Navy, they will be

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credited at the entrance examination with additional marks on a similar scale to that now laid down for candidates who have served in the Officers' Training Corps, viz., 1 per cent. of the maximum number of marks allotted will be credited to candidates in possession of the Hospital Course certificate, and 2 per cent. to those in possession of the certificate for the Man-of-War Course.

113. Officers will be entered as Probationary Surgeon Lieutenants (D) except in the case of those who served as Dental Officers during the war. Age on entry 21 to 30.

(2) Candidates must be qualified and registered under the Dental Act in force as qualified to practise Dental Surgery in Great Britain and Ireland. In applying, full particulars of qualifications are to be stated.

Accountant Branch.

114. Officers will be entered as Probationary Paymaster Sub-Lieutenants between the ages of 21 and 25.

(2) Candidates will be required to be of good education and possessed of business qualifications and experience, and must be nominated by the Commanding Officer of the Division concerned.

Accountant Branch (C).

115. Officers of this Branch (who are required for Coding, Confidential Book and Clerical duties) will be entered as Probationary Paymaster Sub-Lieutenants (*C*). Age on entry 21 to 25.

(2) Candidates must possess good educational qualifications, such as matriculation or the passing of an Oxford or Cambridge local examination, and produce very good testimonials from the business in which they are employed.

Chaplains Branch.

116. Officers will be entered as Probationary Chaplains with the same status as Chaplains, R.N. Ages on entry not to exceed 40, except at the discretion of the Admiral Commanding.

Temporary Commissions in Time of War or Emergency.

117. The Admiralty have power to grant temporary commissions in the R.N.V.R. in such ranks as may be deemed appropriate to persons not belonging to the Reserve, who volunteer to serve in times of emergency, either with or without the issue of a Proclamation calling out the R.N.V.R.

(2) Temporary Officers of the R.N.V.R. will be entitled while so employed to the rank, pay and allowances of the corresponding ranks in the Royal Naval Volunteer Reserve, or to such special pay and allowances as may be decided upon at the time of the engagement.

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(3) Temporary Officers of the R.N.V.R. while employed as such will be treated in all other respects and be subject to the same regulations as Officers of the R.N.V.R.

Interpreters.

118. Officers of the R.N.V.R. are eligible to qualify for the grade of Interpreter, and when called out for War Service, for appointment as such, in the languages mentioned in the King's Regulations and Admiralty Instructions; but the Regulations do not admit of R.N.V.R. Officers studying languages abroad on full pay.

(2) R.N.V.R. Officers are not entitled to repayment of travelling expenses incurred in attending examinations for qualification as Interpreter.

Honorary Commissions.

119. Each Division is allowed an Honorary Commander, and such Honorary Lieutenant-Commanders, Lieutenants, Sub-Lieutenants, Engineer Commanders, Engineer Lieutenant-Commanders, Engineer Lieutenants, Chaplains, Surgeon Commanders, Surgeon Lieutenant-Commanders, Surgeon Lieutenants and Surgeon Lieutenants (D) as the Admiralty may think fit to sanction on the recommendation of the Admiral Commanding.

(2) Such Officers may wear the uniform of their respective ranks on state and other ceremonial occasions within the British Empire; if worn, it must be that which is appropriate to the occasion.

(3) Honorary Commissions are restricted to gentlemen who, in the opinion of the Admiralty, have rendered such exceptional service in promoting the interests of the R.N.V.R. as to merit recognition by the award of an honorary commission.

(4) Honorary Commissions as Captain and Surgeon Captain may be granted to Honorary Officers who fulfil the following conditions:—

(*a*) Must have held a commission as Honorary Commander or Honorary Surgeon Commander for five years.

(*b*) Must be recommended by the Admiral Commanding, and have performed specially good service in the interests of the R.N.V.R. or the Admiralty.

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Chapter VII.—Qualifications and Promotion of Officers.

General.

120. Officers of all branches below the rank of Captain on the Active List will, if qualified by the following Regulations, be eligible for promotion to the higher ranks, at the discretion of the Admiralty.

(2) The date of Seniority of officers promoted will be the date on which their promotion was approved by the Admiralty, unless directions are given to the contrary.

(3) The Admiralty reserve to themselves the power of promoting officers of all branches to a higher rank, if considered deserving of the advancement on account of specially good service, although they may not have all the necessary qualifications as defined below.

(4) The Admiralty also reserve to themselves the power, where they consider it necessary in the interests of the R.N.V.R., and where such a course is recommended by the R.N.V.R. Committee, of granting the rank of Captain, R.N.V.R., to an Officer selected for the command of a Division, irrespective of whether he has previously held a commission in the R.N.V.R. or not.

121. R.N.V.R. Officers who shall have displayed zeal in promoting the efficiency of the Reserve will be favourably considered for advancement, either on the Active List or in retired rank when placed on the Retired List.

122. Subject to vacancies existing in the establishment, promotion to Commander and Captain in all branches will be made half-yearly on the same dates as for R.N. promotions, viz., 30th June and 31st December.

123. At the discretion of the Admiral Commanding, pre-war Officers will be allowed to count any time served over three years in the ranks of Midshipman, Sub-Lieutenant or Paymaster Sub-Lieutenant as seniority in the next higher rank.

124. The ages and lengths of service laid down as qualifications for promotion may be altered from time to time, at the discretion of the Admiralty, in order to approximate to those in force for R.N. Officers.

125. In the case of Officers on List II., where the Commanding Officer of the Division is unable to give any opinion from personal knowledge, suitability for promotion will be judged on naval reports and qualifications.

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QUALIFICATIONS FOR PROMOTION.

Military Branch—Executive Officers.

126.—(1) *Warrant Officers.*—Will be eligible for promotion to Commissioned Officer from Warrant rank under the same rules as are laid down for corresponding ranks in the R.N.

(2) *Midshipman to Acting Sub-Lieutenant.*—Must have—

(*a*) Attained the age of 20 years;

(*b*) Served for two years as Midshipman, including probationary time;

(*c*) Performed the requisite obligatory naval training and drills and been well reported on;

(*d*) Passed a qualifying examination in Seamanship at Headquarters; have regularly attended drills, instruction and lectures at Headquarters in Pilotage and Gunnery;

(*e*) Been recommended by the Commanding Officer of his Division.

NOTES.—The age in (*a*) may be altered from time to time to approximate to the age for promotion of Midshipmen, R.N.

The examination in (*d*) will be held at Divisional Headquarters, the standard to be attained being laid down by the Admiral Commanding.

(3) *Probationary Sub-Lieutenant to Sub-Lieutenant.*—Must have—

(*a*) Attained the age of 21 years;

(*b*) Served for one year as Probationary Sub-Lieutenant;

(*c*) Performed not less than 28 days' naval training in a seagoing ship as a Probationary Sub-Lieutenant and have been well reported upon;

(*d*) Passed a qualifying examination in Seamanship;

(*e*) Been recommended by the Commanding Officer of his Division.

NOTE.—The examination in (*d*) will be held at Divisional Headquarters, the standard to be attained being laid down by the Admiral Commanding.

(4) *Acting Sub-Lieutenant to Sub-Lieutenant.*—Must have—

(*a*) Attained the age of 21 years;

(*b*) Served for one year as Acting Sub-Lieutenant;

(*c*) Complied with the provisions of Article **138,** Clause 3, and been well reported on;

(*d*) Been recommended by the Commanding Officer of his Division.

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(5) *Sub-Lieutenant to Lieutenant.*

Class I.—Those who have performed three months' service in the war as Midshipman or above, including one of the courses laid down in Article **133,** or have obtained a Board of Trade Yachtmaster's or superior certificate.

Must have—

(*a*) Served for two and a half years as Sub-Lieutenant, including acting or probationary time;

(*b*) Performed the requisite obligatory naval training as Sub-Lieutenant, and been well reported upon;

(*c*) Passed a qualifying examination in Pilotage and Gunnery;

(*d*) Been recommended by the Commanding Officer of his Division.

Class II.—i.e., Sub-Lieutenants other than those included under Class I. Must have—

(*a*) Served for three years as Sub-Lieutenant, including acting or probationary time;

(*b*) Performed the requisite obligatory naval training as Sub-Lieutenant, and been well reported upon;

(*c*) Passed a qualifying examination in Pilotage and Gunnery;

(*d*) Been recommended by the Commanding Officer of his Division.

NOTE.—The examinations in Pilotage and Gunnery will be held in "Dryad" and "Excellent" respectively, at the conclusion of courses of 7 days' duration in each subject.

(6) *Lieutenant to Lieutenant-Commander.*—Promotion will be granted automatically on attaining eight years' seniority as Lieutenant, provided that an officer has performed the requisite naval training. Probationary time served will count towards seniority in the confirmed rank.

(7) *Lieutenant-Commander to Commander.*—Promotion will be governed by selection from among these qualified.

Must have—

(*a*) Served for 11 years as Lieutenant and Lieutenant-Commander.

(*b*) Performed the requisite naval training.

(*c*) Taken an active part in the R.N.V.R.

Must be—

(*d*) Not less than 34 years of age.

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(8) *Commander to Captain.*—Promotion will be governed by selection from among those qualified.

Must have—

(*a*) Four years' service as Commander.
(*b*) Performed the requisite naval training.
(*c*) Taken an active part in the R.N.V.R.

Must be—

(*d*) Not less than 40 years of age.

(9) *Commodore 2nd Class.*—(*a*) The rank of Commodore 2nd Class is an honorary rank granted in time of peace to a few of the senior Captains on the active or retired lists, in recognition of good service.

(*b*) The rank does not entitle an officer to seniority which he does not possess as Captain, or to an appointment as Commodore if "called out," nor does it confer any right to hoist a broad pennant or to claim a salute.

(*c*) The rank of Commodore will be retained on retirement.

Special Branch.

127. Promotions will be made under the same regulations as are laid down for the corresponding ranks of Executive Officers (*see* Article **126**), except that in the case of Special Branch Officers it will not be necessary for them to carry out Naval training.

Engineer Branch.

128. Probationary Engineer Lieutenants will be confirmed as Engineer Lieutenants after 12 months if recommended by the Commanding Officer of the ship in which training was carried out. The same rules apply for promotion to Engineer-Lieutenant-Commander as are laid down for Executive Officers. (*See* Article **126.**)

Medical and Dental Branch.

129. Promotion to the rank of Surgeon Lieutenant-Commander and Surgeon Lieutenant-Commander (D) will be made when Officers have attained the seniority required for similar promotions in the Royal Navy, provided they have completed the requisite Naval training.

(2) Promotion to the rank of Surgeon Commander will be made by selection from Officers who have completed the requisite Naval training, and who have attained, as a minimum, the seniority required for similar promotions in the Royal Navy.

(3) Promotion to the rank of Surgeon Captain will be by selection.

Accountant Branch.

130. *Paymaster Sub-Lieutenant to Paymaster Lieutenant.*—Promotion will be granted automatically after two years' service

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as Paymaster Sub-Lieutenant (including probationary time), provided that the requisite naval training has been performed and the Officer is recommended by the Commanding Officer of his Division.

(2) *Paymaster Lieutenant to Paymaster Lieutenant-Commander.*—The same rules will apply as are laid down for officers of the Executive Branch. (*See* Article **126** (6).)

(3) *Paymaster Lieutenant-Commander to Paymaster Commander.*—Promotion will be governed by selection from among those qualified. Must have—

(*a*) Twelve years' total time as Paymaster Lieutenant-Commander and Paymaster Lieutenant.

(*b*) Performed the requisite naval training.

(*c*) Taken an active part in the R.N.V.R.

Accountant Branch (C).

131. The same rules for promotion will apply as for other officers of the Accountant Branch, except that Accountant Officers (C) will not be eligible for promotion to the rank of Paymaster Commander (C). (*See* Articles **130** and **201.**)

132.

133. Each Executive Officer after reaching the rank of Lieutenant, but not sooner, will be required to qualify in one of the following subjects (or such other subjects as may be rendered desirable by the development of naval warfare) for which instructional courses, not exceeding 4 weeks, will be arranged in the suitable Naval Schools and Establishments :—

Gunnery—General (excluding turrets and hydraulics), firing, fire control, aerial gunnery.

Torpedo—Torpedo and torpedo control, searchlights and searchlight control.

Electricity.

Navigation and pilotage.

Signals.

Minesweeping in all its branches.

(2) The syllabus and length of course in each subject will be laid down by the Admiralty, and may be varied from time to time.

(3) On completion of a course, Officers are to be examined, and the Commanding Officer of the School is to render a report to the Admiralty, a duplicate being sent to the Admiral Commanding.

(4) In the case of an Officer failing to qualify, the Commanding Officer of the School should state to what cause he attributes the failure (*e.g.*, inattention, inability to learn, &c.).

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135. Officers may present themselves before the examiners of the Board of Trade, to be examined for certificates or " extra certificates " in Navigation and Seamanship.

(2) Candidates who wish to sit for these examinations should apply through their Commanding Officer to the R.N.V.R. Committee, who will communicate with the Assistant Secretary, Marine Department, Board of Trade, giving the name of the candidate and the port at which he wishes to be examined.

136.

137.

Chapter VIII.—Training of Officers.

SECTION I.

Obligatory Training.

138. The following periods of training will be obligatory in the various branches and ranks :—

Executive Officers.

(1) *Warrant Officers.*—Nil.

(2) Probationary Midshipmen, Probationary Sub-Lieutenants and Probationary Lieutenants—28 days' training in a suitable ship within two years of entry, either in one period of 28 days or two periods of 14 days each.

(3) *Midshipmen, Acting Sub-Lieutenants, Sub-Lieutenants, Lieutenants and Lieutenant-Commanders.*—28 days every alternate year, or (at option) 14 days every year.

NOTE.—(*a*) Training afloat and courses in Naval Establishments may be taken alternately if desired, but a minimum of 14 days biennially is to be spent afloat.

(*b*) Officers on List II., *i.e.*, those who do not attend drills at the Divisional Headquarters, will be required to perform seven days' additional biennial training.

(*c*) Midshipmen who perform six months' voluntary training will not be required to carry out any obligatory training during the year in which such six months' training is performed, *vide* Article **145** (iii).

(4) *Commanders.*—14 days' training biennially, performed in suitable courses in Gunnery, Torpedo, Signals, and Navigation, which will be arranged for them. Such training is optional in the case of Commanders-in-Command of a Division.

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Engineer Officers.

139.—(1) *Probationary Engineer Lieutenants.* — 14 days' training in a Naval Establishment, to be performed in the first year of service.

(2) *Engineer Lieutenants, Engineer Lieutenant-Commanders, and Engineer Commanders.*—14 days' training biennially in a Naval Establishment.

Special Branch.

140. Training of Special Branch Officers is optional.

They may, however, be appointed to sea-going ships for 14 days' training biennially, or to a suitable Naval School or Establishment.

Medical and Dental Branch.

141.—(1) *Probationary Surgeon Lieutenants.*—28 days' training in a suitable ship within two years of entry, either in one period of 28 days or two periods of 14 days each.

(2) *Surgeon Lieutenants and Surgeon Lieutenant-Commanders.*—

(*a*) 14 days' training in a Naval Hospital during either the third or the fourth year of service.

(*b*) 14 days' training in a Naval Depôt during either the fifth or the sixth year of service.

(*c*) 14 days' training biennially at sea or in a Naval Hospital or Depôt during subsequent service.

(3) *Surgeon Commanders.*—14 days' training biennially at sea or in a Naval Hospital or Depôt.

(4) Probationary Surgeon Lieutenants will be required to undergo the following course of training, and to obtain certificates from the Medical Director-General of the Navy that they have been instructed in these duties, and have taken full advantage of the instruction :—

(*a*) The arrangements for the treatment of wounded in action.

(*b*) The keeping and rendering of accounts and returns.

(*c*) The victualling of the sick.

(*d*) The method of sending patients to hospital.

(*e*) General hygiene of a ship.

(*f*) General welfare and health of officers and men.

(5) The Hospital Course for Surgeon Lieutenants and Surgeon Lieutenant-Commanders will embrace instruction in—

(*a*) The routine of ward work.

(*b*) The admission and discharge of patients.

(*c*) The dieting of hospital patients.

(*d*) The examination of recruits.

(*e*) The method of keeping and rendering returns.

(*f*) General health of staff (officers, nurses and men).

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141A.—(1) *Probationary Surgeon Lieutenants (D).*—28 days' training in a suitable ship within two years of entry, either in one period of 28 days or two periods of 14 days each.

(2) *Dental Officers.*—(*a*) Officers who served during the war. Fourteen days at sea or in a Naval Hospital or Depôt, triennially.

(*b*) Officers who did not serve during the war. Fourteen days at sea or in a Naval Hospital or Depôt during the 3rd, 4th or 5th year, and 14 days triennially during subsequent service.

(3) Probationary Surgeon-Lieutenants (D) will be required to undergo the following courses of training, and to obtain certificates from the Medical Director-General of the Navy that they have been instructed in these duties and have taken full advantage of the instruction :—

(*a*) The dental examination of recruits and drafts.
(*b*) The arrangements for the treatment of the personnel.
(*c*) The method of recording dental operations.
(*d*) The keeping and rendering of accounts and returns.
(*e*) The treatment of wounded in action.
(*f*) General routine duties.

(4) The course for Surgeon Lieutenants (D) will embrace instruction in all duties appertaining to a Dental Officer serving at sea, in a Naval Hospital or Depôt. While undergoing training, they will be regarded as forming part of the staff of the Dental Officer.

141B.—(1) *Probationary Surgeon Sub-Lieutenants.*—28 days' training in a suitable ship within two years of entry, either in one period of 28 days or two periods of 14 days each.

(2) *Surgeon Sub-Lieutenants.*—Fourteen days biennially.

(3) When undergoing training and when called up for active service the duties of these officers will include the following :—

First Aid on board fighting ships.
Transport duties on shore.
Clinical dressing.
Clerical duties at the Naval Hospitals or on board Hospital Ships.

(4) They will be liable to serve either ashore or afloat as may be directed by the Admiralty and wherever the Admiralty may have need of their services.

Accountant Branch.

142.—(1) *Probationary Paymaster Sub-Lieutenants.*—

(*a*) 28 days' training in a suitable ship within two years of entry, either in one period of 28 days or two periods of 14 days each.
(*b*) Routine duties at R.N.V.R. Headquarters.

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(2) *Paymaster Sub-Lieutenants, Paymaster Lieutenants, and Paymaster Lieutenant-Commanders.*—14 days' training biennially.

(3) Whilst undergoing training, officers of the Accountant Branch, R.N.V.R., will be regarded as forming part of the staff of the Accountant Officer; they will be instructed in the practical duties of Accountant Officers in regard to pay accounts, the receipts, issue, care and preservation of provisions, clothing and other stores on board H.M. ships, and in captain's office work.

They are, after confirmation as Paymaster Sub-Lieutenant, to be given as much instruction as possible in the coding instructions.

They are not, however, to be given access to cyphers and codes until they have attained two years' seniority as Paymaster Lieutenant, when they are to receive the instruction necessary to enable them to carry out routine duties efficiently under supervision.

During each period of training the necessity for observing the strictest reticence on all matters connected with coding and cyphering is to be impressed on each officer.

(4) *Paymaster Commanders.*—14 days' biennially at sea or in a Naval Depôt.

Accountant Branch (C).

143.—(1) *Probationary Paymaster Sub-Lieutenants (C).*—28 days' training in a suitable ship within two years of entry, either in one period of 28 days or two periods of 14 days each.

(2) *Paymaster Sub-Lieutenants (C), Paymaster Lieutenants (C) and Paymaster Lieutenant-Commanders (C).*—14 days' training biennially.

(3) Whilst under training, officers of this branch will be regarded as forming part of the staff of the Accountant Officer, and will be instructed in naval clerical work generally, use of books such as King's Regulations and Admiralty Instructions, and Admiralty Fleet Orders.

They are, after confirmation as Paymaster Sub-Lieutenant (C), to be given as much instruction as possible in the coding instructions.

They are not, however, to be given access to cyphers and codes until they have attained two years' seniority as Paymaster Lieutenant, when they are to receive the instruction necessary to enable them to carry out routine duties efficiently under supervision.

During each period of training the necessity for observing the strictest reticence on all matters connected with coding and cyphering is to be impressed on each officer.

(4) Arrangements will be made, if practicable, to give Accountant Officers (C) 14 days' instruction in coding and cyphering, on mobilisation, before they take up their appointments.

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Chaplains.

144. Probationary Chaplains and Chaplains will not perform any training.

144A.—In addition to obligatory Naval training, Officers of all branches (except Chaplains) are required to undergo Anti-gas Courses as laid down in Appendix R.

These Courses are taken into consideration when determining the amount of voluntary training that may be carried out under Article **145.**

SECTION II.

Voluntary Training.

145. In addition to obligatory training, voluntary training may be carried out under the following conditions :—

Captains and Commanders.

(i) Captains and Commanders-in-Command of a Division may, if they desire, perform the obligatory training laid down for Commanders in Article **138** (4) and any Captain or Commander may be allowed to embark in one of H.M. ships during manœuvres or Fleet exercises.

Lieutenant-Commanders, Lieutenants and Sub-Lieutenants, confirmed in Rank.

(ii) Lieutenant-Commanders, Lieutenants and Sub-Lieutenants may perform additional Naval training as follows :—

(*a*) Appointment to H.M. Ships during Manœuvres and Fleet Exercises, including more important Gunnery practices.

(*b*) Appointment to one of H.M. Ships for any period of not less than 28 days or more than three months.

(*c*) Long courses, not exceeding ten weeks, confined to the subject in which an Officer has already qualified (as in Article **133**), provided that not less than four years have elapsed since qualifying or last requalifying.

(*d*) Short courses in Gunnery, Torpedo, Signals and Navigation of 14 days' duration, which will be held at the Naval Schools; not more than two courses are to be taken in one year. Officers appointed are not permitted to attend any other courses under Clauses (*e*) and (*f*) of this Article during the same year.

(*e*) Divisional courses of 20 days' duration, open to Lieutenants, Sub-Lieutenants (and Commissioned Officers from Warrant Rank and Warrant Officers) only: Lieutenants and Sub-Lieutenants appointed are not permitted

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to attend any other course under Clauses (*d*) and (*f*) of this Article during the same year.

(*f*) Physical and Recreational Training Courses of 42 days' duration; one Officer only from each Division may be selected to go through this course.

Officers appointed are not permitted to attend any other courses under Clauses (*d*) and (*e*) of this Article during the same year.

MIDSHIPMEN.

(iii) Midshipmen may be appointed for six months' training in any one year, subject to the condition that they will not be permitted to undergo any further voluntary training for two years, nor will they be permitted to carry out obligatory training during the year in which the six months' training has been performed.

Midshipmen are eligible for appointment to H.M. Ships during Manœuvres and Fleet Exercises, and for appointment to H.M. Ships for any period of not less than 28 days, or more than three months.

COMMISSIONED OFFICERS FROM WARRANT RANK AND WARRANT OFFICERS.

(iv) Commissioned Officers from Warrant Rank and Warrant Officers may perform voluntary training as supernumerary Officers in a commissioned ship up to a maximum of 28 days in each year of their service.

Such Officers, if of the Executive Branch, are also eligible for the Divisional Course, referred to under paragraph (ii) (*e*), but if this course is taken it will count as part of the 28 days' voluntary training permitted during the year.

146. Officers of the Engineer, Medical, Dental and Accountant Branches may be permitted to undergo training not exceeding 28 days per annum.

The training of Special Branch Officers is provided for in Article **140.**

Chaplains will not perform any training.

147. *Submarine Service.*—Volunteering for the Submarine Service will be open to Officers of the Special Branch and to Engineer Officers, but not to Executive Officers.

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Chapter IX.—Entry, Qualification, Confirmation and Promotion of Ratings.

SECTION I.

Entry of R.N.V.R. Men.

General.

150. The Royal Naval Volunteer Reserve of men is composed of the following branches :—

Seaman (including Buglers).
Signal.
Wireless Telegraphy.
Engine Room Artificer, Electrical Artificer, and Ordnance Artificer.
Motor Mechanic.
Artisan.
Writer.

(2) All R.N. ratings in the above branches will be represented in the R.N.V.R., except that Boys and 5th class Artificers and Artisans will not be entered; neither will advancements to Chief Artificer nor Chief Artisan rates be permitted at present.

(3) Seamen, Signalmen, and Telegraphists will enter as Ordinary Seamen for General Service.

Seamen will be selected for their special branch after having attained the rating of Able Seaman.

Ordinary Seamen will be allocated to the Signal and Telegraphist Branches on completing 20 drills, and passing a simple seamanship examination at headquarters before their first period of training afloat.

(4) Ratings other than Seamen, Signalmen and Telegraphists will be entered in the lowest man's rate of their branch obtaining in the R.N., except that Artificers and Artisans will not be entered below 4th class.

151. All R.N.V.R. Seamen will be required to qualify in a special subject during their first period of service; they will subsequently be allowed to volunteer to qualify for non-substantive rates according to requirements.

152. Subject to the establishment not being exceeded, men who have served in the R.N., R.N.R., or R.N.V.R. during the war will be entered in the confirmed rating to which they attained during the war.

(2) Men advanced to higher ratings in the Royal Naval Division will be entered in such higher ratings provisionally, but will be required to qualify for these ratings within two years from date of engagement (their ratings being then ante-dated to

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their original enrolment) failing which they will revert to the lower ratings for which they are then qualified.

153. The following are not to be enrolled in the R.N.V.R. :—

(1) Men who are serving, or bound to serve, in any other of His Majesty's Forces.

(2) Men eligible for the Royal Fleet Reserve.

(3) Men serving in Dockyard tugs and craft.

(4) Men on the Established List of one of H.M. Naval Establishments.

(5) Indentured apprentices, except with the written consent of their masters.

(6) Artificers and Artisans employed by firms carrying out Government work, who are certified by their employer as being required to carry out work of national importance in war time.

(7) Persons dismissed or discharged from any other of H.M. Services for misconduct, or on account of physical unfitness, without the special sanction of the Admiral Commanding.

(8) Men in receipt of a pension from the State, whether temporary or permanent, on account of disability or injury.

(9) Men serving in any of the Police Forces.

154.

155. Care must be taken to avoid interference with recruiting for the Royal Naval Reserve.

156. Each R.N.V.R. rating upon joining is to be attached to some sub-Division.

(2) An R.N.V.R. rating may be transferred from one sub-Division to another, but only with the consent of the Commanding Officers of the sub-Divisions concerned and under the approval of the Commanding Officer of the Division.

(3) An R.N.V.R. rating may be transferred from one Division to another, but only with the consent of the Commanding Officers of both Divisions.

157. Each sub-divisional Officer is to see that an accurate register is kept of the addresses of the men in his sub-Division.

(2) Any R.N.V.R. rating changing his address is required to notify the same in writing to the Petty Officer of the section to which he is attached, who is promptly to communicate the same to his Chief Petty Officer for notation in the register.

158. No applicant is to be accepted for enrolment in the R.N.V.R. unless he is the son of British-born subjects, is able to speak and understand the English language, can sign his name, is free from physical defects, has been vaccinated, and is in all respects suitable.

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Persons born out of His Majesty's Dominions are only to be entered if proof (attested by documentary evidence to be attached to the candidate's entry papers) is produced that both parents are, or were, British-born subjects.

(2) No men of coloured races are to be entered in the R.N.V.R.

(3) Every applicant for entry in the R.N.V.R. must first satisfy the Commanding Officer of the division, or in the case of outlying units, the Commanding Officer of the sub-division, that he is a fit and suitable person to be entered. The Commanding Officer may appoint such other officers, as he thinks fit, to assist him in the examination of recruits.

The applicant must then pass a medical examination. This examination is, whenever possible, to be carried out by a qualified medical officer, R.N.V.R., or by a final medical examining officer within his normal hours at a recruiting office. Where this course is impracticable, the services of a surgeon and agent, a private practitioner, or a final medical examining officer *outside* his normal working hours may be employed, the fee being paid and brought to account as directed in Article **305.**

(4) Every applicant for enrolment is required to complete Divisions (A) and (B) of Form R.N.V. 1. Every man upon joining the Royal Naval Volunteer Reserve will be required also to sign an undertaking in the form set out in Appendix A, to serve for at least four years as an efficient member.

159. The engagement of every man, whether on enrolment or re-enrolment in the R.N.V.R., is for a period of four years.

(2) The total period of any man's service on the active list of the R.N.V.R. is not to exceed five terms of four years, *i.e.*, 20 years in all, except in the case of C.P.O.s and P.O.s, when, in special circumstances only, extension may be made, at Admiralty discretion, to 24 years.

(3) On the completion of each period of four years' enrolment, men will, in order to continue in the Reserve, be required to re-enrol for a further period of four years.

(4) Re-enrolment is in each case conditional upon the man's services being required, and subject to his being in all respects an efficient volunteer, and to his previous record in the Reserve having been satisfactory.

(5) When a man is re-enrolled after cessation of a disability pension, the Ministry of Pensions or the Regional Director (if the pension was awarded by that Department) or the Accountant-General of the Navy (if the pension was awarded by the Admiralty) is to be informed.

160. Ages for entry are—

Buglers - - - - - - -	15 to 18
Seamen, Signalmen and Telegraphists -	18 to 24
Motor mechanics - - - - - -	21 to 28

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(2) Youths over 17 years may be entered if they have served not less than two years in a Boys' Corps affiliated to a R.N.V.R. Division.

(3) Other ratings as for R.N.

(4) To ensure that the actual date of birth of every candidate is recorded, Recruiting Officers are to call upon candidates to produce their birth certificates.

When it is impossible to obtain a certificate, Recruiting Officers are to obtain the particulars required by applying, on Birth Form "A." to :—

ENGLAND : The Registrar-General,
General Register Office,
Somerset House, London, W.C.2;

SCOTLAND : The Registrar-General,
General Registry Office of Births, etc.,
New Register House, Edinburgh,

who will verify gratuitously the particulars relating to the births of candidates.

IRELAND : The record of births which were registered in Northern Ireland prior to 1st January, 1922, are still in the custody of the Registrar-General, Dublin, who is unable to supply particulars free of charge. Candidates in Northern Ireland are to produce certificate of registry of birth, certificate of baptism, or other satisfactory proof of age.

(5) Where the required particulars cannot be obtained (*e.g.*, men born out of the United Kingdom, men of illegitimate parentage, etc.), the candidate's papers are to be referred to the Admiral Commanding Reserves for decision.

(6) The date of birth given by a man on entering the Naval Service, whether this be a true date or not, is adhered to for all official purposes other than marriage allowance, in connection with the award of which the true date of birth only is accepted. The procedure laid down in Clause (4) above is therefore not necessary for candidates who have previously served in any Naval or Royal Marine Force.

When it is considered that the wrong date of birth of a man or boy has been recorded through no fault of his own (*e.g.*, through a clerical error), the circumstances may be reported to the Admiralty for special consideration.

Engine Room Ratings.

161. *Engine Room Artificers.*—Men who are fully qualified workmen in one of the following trades will be eligible to enrol as Acting Engine Room Artificers, 4th Class, the proportion of

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numbers in each trade to the total number entered being as shown:—

Fitters	70 per cent.
Boilermakers	20 ,,
Smiths and coppersmiths	10 ,,

(2) Candidates must possess the qualifications laid down for Acting Engine Room Artificers, 4th Class, R.N., in Appendix XVII., King's Regulations and Admiralty Instructions, Vol. II., with the exception of the professional examination laid down.

(3) They must produce satisfactory recommendations from their employers; and

(4) Pass a technical examination in their trade before a Senior Engineer Officer, R.N., at the R.N.V.R. Headquarters.

(5) Acting Engine-Room Artificers on entry will, during their first year of service, be trained at R.N.V.R. Headquarters in Naval discipline, customs and Naval Service routine.

162. *Motor Mechanics.* — Candidates must possess the following qualifications:—

(*a*) At least two years' practical experience in the manufacture, repair and running of internal combustion engines.

(*b*) Produce satisfactory recommendations from their employers; and

(*c*) Satisfy a Senior Engineer Officer, R.N., at the R.N.V.R. Headquarters as to their ability in accordance with (*a*).

(2) Motor Mechanics on entry will, during their first year of service, be trained at R.N.V.R. Headquarters in Naval discipline, customs and Naval Service routine.

163. *Acting Chief Motor Mechanics, 4th Class.*—Are required to have five years' practical experience in workshops, and a high knowledge of internal combustion engines and their repair. They must pass a technical examination before a Senior Engineer Officer, R.N., at the R.N.V.R. Headquarters.

(2) The age limits are those laid down for Acting Engine Room Artificers, 4th Class, in the Royal Navy, namely, 21 to 28 years.

(3) Acting Chief Motor Mechanics on entry will, during their first year of service, be trained at R.N.V.R. Headquarters in Naval discipline, customs and Naval Service routine.

164. *Ordnance and Electrical Artificers and Artisans.*—Candidates for the Ordnance and Electrical Branches will be entered as Acting Ordnance Artificers, 4th Class, and Acting Electrical Artificers, 4th Class, respectively, under similar conditions to those for Acting Engine Room Artificers, 4th Class.

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(2) Men already enrolled in other branches, who hold a confirmed trade certificate obtained in the R.N., will assume the rating in the R.N.V.R. corresponding to their trade certificate. Trade certificates will not, however, be awarded in future, as all men will be required to enter the branch for which they are fitted.

(3) Every man entering one of the Artificer or Artisan branches must be a fully qualified workman at his particular trade.

(4) A qualified journeyman or tradesman in civil life, who can produce satisfactory recommendations from his employer, will be accepted for the R.N.V.R. without carrying out a trade test, his confirmation being subject to his producing a satisfactory recommendation from the Commanding Officer of the ship in which he carries out his *first* period of training. (*See* Appendix C, Parts I. (6) and II. (10).)

(5) Acting Ordnance and Electrical Artificers on entry will, during the first year of service, be trained at R.N.V.R. Headquarters in Naval discipline, customs and Naval Service routine.

165. R.N.V.R. Boys' Corps may be affiliated to R.N.V.R. Divisions under the following regulations, but no R.N.V.R. Boys' Corps is to be affiliated to any Division without the prior consent of the Admiral Commanding :—

(1) One or more companies of boys may be attached to a Division of the R.N.V.R. There shall be no minimum strength for such companies, but the maximum number for each shall be 100 boys. As a rule either at headquarters or in the case of an outlying sub-Division the number of boys shall not exceed the number of R.N.V.R. Seaman ratings.

(2) The boys shall be known as "R.N.V.R. Boys."

(3) No boy shall be enrolled under the age of 12 or remain on the list after attaining the age of 17. At that age a boy is eligible for enrolment in the R.N.V.R. provided he has completed two years' satisfactory service in the Boys' Corps.

(4) No boy shall be enrolled except with the written consent of his parents or guardians, and, if an apprentice, the written consent of his master.

(5) The Commanding Officer of a Division may, at his discretion, discharge any boy.

(6) The boys may receive their training at the drill establishments of the Division to which they are attached, under the direction and at the discretion of the Commanding Officer. The services of the permanent staff will be available for this purpose, so long as no interference with the regular and proper instruction of the

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men is caused, and R.N.V.R. Petty Officers and men are invited to assist as far as possible.

(7) The immediate care and supervision of the boys shall be entrusted to a gentleman specially recommended for the purpose by the Commanding Officer with the honorary rank of Lieutenant, R.N.V.R., to be held only while so serving.

(8) Boys shall be eligible to be rated upon the recommendation of the Officer Instructor, approved by the Commanding Officer, as Petty Officer Boys and Leading Seaman Boys; the numbers of such ratings to be allowed shall be in the proportion of two Petty Officer Boys and three Leading Seaman Boys to every 25 boys.

(9) Boys who enlist directly into the R.N.V.R., either through the Probationer Company or otherwise, may, at the discretion of the Commanding Officer of the Division in which they are enrolled, be excused all or part of their recruit drill.

(10) Boys shall wear the R.N.V.R. uniform applicable to their rating with a distinctive cap ribbon bearing the words " R.N.V.R. Boys' Corps "—but this uniform will not be supplied at Government expense. No boy whilst in uniform shall be present at any political, trade or other meeting or procession. Should boys wish to attend such meetings they must appear in civilian clothes. The Commanding Officer of the Division to which the boys are attached shall make such arrangements for providing clothing as he may consider most convenient and economical.

(11) The boys shall be inspected annually, in conjunction with the Division R.N.V.R. to which they are attached, by the Admiral Commanding or an Officer deputed by him.

(12) The R.N.V.R. Boys' Corps shall be mentioned, and the names of the Honorary Officers in charge of them inserted, in the Navy List.

(13) Subject to the foregoing regulations Commanding Officers of Divisions may approve additional regulations, having regard to local conditions.

SECTION II.

Qualification of Men.

166. Able Seamen, on being rated such, will be allocated to the Gunnery, Torpedo, or Minesweeping branches, or to such other branches as the Admiralty may from time to time approve, the numbers so allocated depending on Admiralty requirements. (*See* Article **150** (3) for Signal and Telegraphist branches.)

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(2) Men should be encouraged by the Commanding Officers of Divisions to qualify in the special branch to which they are allocated as early as possible, in order that full advantage may be taken of subsequent naval training.

(3) Civil occupation and personal inclination will be taken into consideration, men being given an opportunity to volunteer for any particular branch.

(4) The Commanding Officer of a Division may transfer a man from one branch to another if he considers it desirable, all such transfers being reported to the Admiral Commanding with full reasons.

(5) After qualification in a Special Branch, men will perform their subsequent naval training in the branch to which they are allocated.

167. Men allocated to a branch will be required to qualify in that branch at the appropriate Naval School or Establishment during their first period of service, the course not exceeding 14 days (11 working days); and, unless they hold a non-substantive rating, to requalify in each subsequent period.

(2) Any man who fails to qualify on completion of a course in the subject to which he is allocated will be liable to discharge from the R.N.V.R. at the discretion of the Admiral Commanding.

(3) Details of courses are given in Appendix C.

(4) These qualifications will be noted on men's Service Certificates and History Sheets.

168. Men who have qualified in accordance with Article **167** may volunteer to undergo a course at the appropriate Naval School, to qualify for non-substantive rating in the branch to which they are allocated, and, if passed, will be given the non-substantive rating and during training or service in the Royal Navy non-substantive pay laid down for corresponding ratings R.N.

(2) Higher non-substantive rates may be obtained under similar conditions as in the R.N.

(3) Men will be required to requalify for the non-substantive rating they hold or alternatively, if they volunteer, are eligible, and are recommended, to qualify for a higher one during each period of service.

(4) To obtain a non-substantive rating, R.N.V.R. men will be required to possess the same standard of knowledge as that possessed by similar R.N. ratings.

(5) R.N.V.R. ratings will not be eligible for training in the Submarine Service.

(6) Men who obtained or may obtain *confirmed* non-substantive ratings during mobilised service may retain them after demobilisation and receive non-substantive pay, as under Clause 1, provided

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they requalify as required by the Regulations (*see* Clause 3). Opportunity for requalifying is to be provided as soon as practicable. Only men who have fully qualified for non-substantive ratings under R.N. regulations are eligible for this benefit.

Those who were granted acting or provisional non-substantive ratings (*e.g.*, Acting S.G.) must qualify in the manner indicated above. Men who held Gunnery ratings in Defensively Armed Merchant Ships are to be considered as having a R.N.V.R. Gunnery qualification.

In cases of doubt, *e.g.*, where a man's certificate does not show clearly that he holds a fully qualified non-substantive rating for which an Active Service rating would receive pay under the existing regulations, non-substantive pay should not be credited, but instructions should be requested from the Accountant-General of the Navy, the following information being furnished :—

(1) Official number during mobilised service.
(2) Date of demobilisation.
(3) Ship last served in prior to demobilisation.
(4) (*a*) Non-substantive rating claimed.
(*b*) Date of qualification.
(*c*) Name of ship in which award was received.

169. All men volunteering to qualify in a non-substantive rating are to apply to the Officer Instructor (through the Sub-divisional Officer) of their Division for a recommendation. A recommendation is only to be given to volunteers who are considered suitable for the particular non-substantive rating for which they apply, and who are considered to possess the necessary capabilities to make it likely that they will be able to pass the qualifying examinations.

170. No man is to be rated Ordinary Signalman until he has attained the following standard and obtained 75 per cent. of the maximum number of marks in all these subjects :—

(*a*) To read semaphore at 8 words a minute.
(*b*) Morse—flag waving and flashing at 6 words a minute (Test message only).
(*c*) To have a knowledge of the colours of Naval flags and pendants.

(2) No man is to be sent to sea as an Ordinary Signalman until he has been rated as such.

(3) This examination is distinct from the examination for qualification in Branch given in Appendix C. III.

(4) Branch distinguishing badges are not to be worn until the above standard has been attained.

171. No man is to be rated Ordinary Telegraphist until he has attained the following standard :—

To receive at the rate of 15 words a minute.

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(2) No man is to be sent to sea as an Ordinary Telegraphist until he is rated as such.

(3) This examination is distinct from the examination for qualification in Branch given in Appendix C. IV.

(4) Branch distinguishing badges are not to be worn until the above standard has been attained.

172.

173.

174.

SECTION III.

Confirmation and Promotion of Men.

175. The general principle governing the qualifications for promotion of R.N.V.R. ratings is that the same standard of knowledge and ability will be required of them as of similar R.N. ratings, subject to specified exceptions or to such other exceptions as in future may be found desirable.

(2) Petty Officers and Leading Seamen of all branches within the establishment laid down, are to be rated by the Commanding Officer of the Division, provided they are recommended by the Commanding Officer of their sub-Division, the Commanding Officer of the last ship in which training has been carried out, and possess the qualifications laid down. All other qualifications being equal, preference in advancement should be given to those who have a good command of men. (*Re* disrating, *see* Art. **284.**)

(3) Advancements in grades of Artificer, Artisan and Writer ratings are to be made by the Commanding Officer of the Division.

(4) Advancement to Warrant Officer of all branches will be made by the Admiralty.

(5) Commanding Officers of Divisions at their discretion may waive any of the educational tests imposed as a condition for advancement, including that to Warrant Rank.

Seaman Branch.

176.—(1) *Ordinary Seaman to Able Seaman.*—To qualify for advancement, an Ordinary Seaman must—

(*a*) Be 19 years of age.

(*b*) Have completed one year's service as Ordinary Seaman.

(*c*) Have qualified as "efficient" at R.N.V.R. Headquarters.

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(*d*) Have performed 14 days' naval training in one of H.M. ships.

(*e*) Have passed examinations at R.N.V.R. Headquarters in Seamanship and in Gunnery or Torpedo.

(*f*) Have passed the Educational Test, Part I. (At the discretion of the Commanding Officer.)

(2) *Able Seaman to Leading Seaman.*—Advancement will be by selection; to qualify, an Able Seaman must—

(*a*) Have completed four years' service as Able Seaman.

(*b*) Have performed two periods of naval training as Able Seaman.

(*c*) Have passed for Leading Seaman in Seamanship, including handling of boats, at R.N.V.R. Headquarters.

(*d*) Have passed the Educational Test, Part I. (At the discretion of the Commanding Officer.)

(3) *Leading Seaman to Petty Officer.*—Advancement to the rating of petty officer will be by selection, and is to be on an "acting" basis for a minimum period of one year, during which the rating is to be regarded as on probation. At the end of this probationary period the rating may, at the discretion of the Commanding Officer of the Division, be reverted to Leading Seaman, confirmed as petty officer, or required to serve further probationary acting time.

Acting petty officers may also be ordered to revert before the expiration of the one year probationary period, but, except for misconduct, this is not to be done without the approval of the Admiral Commanding, to whom the circumstances should be fully reported.

Ratings disrated for misconduct or incompetence, or otherwise readvanced, will be subject to the provisions of this Article without regard to their previous service as acting petty officers.

To be eligible for advancement, a leading seaman must—

(*a*) Have completed four years' service as leading seaman.

(*b*) Have performed two periods of naval training as leading seaman.

(*c*) Have passed for petty officer in seamanship, including handling of boats, before a Board (one member of which must be a Senior Officer, R.N.) at the R.N.V.R. Headquarters.

(*d*) Hold a non-substantive rating.

(*e*) Have been recommended for petty officer by the Commanding Officer of one of H.M. ships in which training has been performed.

(4) *Petty Officer to Chief Petty Officer.*—Advancements to Chief Petty Officer will be by selection, and will be made by the Admiral Commanding under the same conditions as laid down for Chief Petty Officer (Seaman Branch), R.N.

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(5) *Chief Petty Officer or Petty Officer to Warrant Officer.*—A Chief Petty Officer or Petty Officer with not less than 15 years' man's time in the R.N. (in a Seaman, Signal or Telegraphist rating) or R.N.V.R., and under 40 years of age, will be eligible for promotion to Warrant Rank.

Candidates for rank of Boatswain, in addition to above qualifications must pass an examination in Seamanship to be carried out at Headquarters by the Officer Instructor. The examination to be on the lines of those laid down for Boatswain, R.N., the standard required being left to the discretion of the Officer conducting the examination.

Candidates must be recommended for promotion to Warrant Rank by the Commanding Officer of a sea-going ship in which training as Chief Petty Officer or Petty Officer has been carried out.

Candidates must also be recommended by the Commanding Officer of Division.

Candidates must re-qualify in non-substantive rating (G. T. Mining, &c.) within three years before promotion.

Signal and W/T Branch.

177. To qualify for advancement to Signalman or Telegraphist, an Ordinary Signalman or Ordinary Telegraphist must—

(*a*) Be 19 years of age.

(*b*) Have completed one year's service.

(*c*) Have qualified as "efficient" at R.N.V.R. Headquarters.

(*d*) Have performed 14 days' naval training in one of of H.M. Ships.

(*e*) Have passed an examination at R.N.V.R. Headquarters in Signals or Wireless Telegraphy. (*Note.*—To pass this examination ratings will be required to satisfy the Officer Instructor that they possess a good knowledge of all subjects in which they have so far been instructed.)

(2) Signalmen and Telegraphists, in order to qualify for advancement to Leading Signalman and Leading Telegraphist, and Leading Signalmen and Leading Telegraphists, in order to qualify for advancement to Yeoman of Signals and Petty Officer Telegraphist, respectively, must—

(*a*) Be recommended by the Commanding Officer of the ship during their last period of training as being in all respects suitable for advancement.

(*b*) Have completed 4 years in their present rating.

(*c*) Have passed the prescribed examination at a Signal School.

Advancement to Yeoman of Signals and Petty Officer Telegraphist will, in the first place, be on an "acting" basis similar to Petty Officers of the seaman class (*vide* Article 176, clause (3)).

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(3) Yeoman of Signals and Petty Officer Telegraphists, in order to qualify for advancement to Chief Yeoman of Signals and Chief Petty Officer Telegraphist, must :—

(*a*) Be recommended by the Commanding Officer of the ship during their last period of training as being in all respects suitable for advancement.

(*b*) Have completed at least 2 years in their present rating.

(4) Advancement of all ratings mentioned in Clauses 2 and 3 will be by selection. The syllabus of the courses and examinations are shown in Appendix C.

178. Chief Yeoman of Signals or Yeomen of Signals and Chief Petty Officer Telegraphists or Petty Officer Telegraphists, with not less than 15 years' man's time in the Royal Navy (in Seaman, Signal or Telegraphist ratings), or in the R.N.V.R. and under 40 years of age, will be eligible for promotion to Warrant rank.

(2) Candidates will not be required to pass in Seamanship, but must pass the Examinations laid down in Appendix C. III. (*c*), and Appendix C. IV. (8).

(3) Candidates must be recommended for Warrant rank :—

(*a*) By the Commanding Officer of the seagoing ship in which the training specified in Appendix C. III. and IV. has been carried out.

(*b*) By the Commanding Officer, H.M. Signal School, Portsmouth, after the qualifying course.

(*c*) By the Commanding Officer of the men's R.N.V.R. Divisions.

Engine-room Artificers.

179. *Confirmation.*—An Acting Engine Room Artificer, 4th Class, will be confirmed provided he has—

(*a*) Completed one year's service as Acting Engine Room Artificer, 4th Class.

(*b*) Performed 14 days' naval training, at sea.

(*c*) Been recommended as likely to make an efficient Engine Room Artificer by the Commanding Officer and Engineer Officer of one of H.M. Ships.

(2) *Advancement.*—Advancement to Engine Room Artificer, 3rd Class, will be dependent upon obtaining R.N. Stokehold and Engine-room Certificates, opportunity being given for extended voluntary training up to a maximum of 6 months.

The periods of service and the qualifications for advancement in class will be as laid down for similar Engine Room Artificers, R.N. (*See* King's Regulations and Admiralty Instructions, App., XVII., No. 23, and relative Nos.)

Motor Mechanics and Chief Motor Mechanics.

180.—(*a*) A Motor Mechanic will be eligible for advancement to Acting Chief Motor Mechanic, 4th Class, if he possesses the qualifications required for an Acting Chief Motor Mechanic,

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4th Class, on entry, has performed the naval training laid down for Motor Mechanics, and has been recommended by the Commanding Officer and Engineer Officer of the Naval Establishment in which his training has been performed.

(*b*) An Acting Chief Motor Mechanic, 4th Class, will be eligible for confirmation after one year's service as such, provided he has performed 14 days' naval training and has been recommended as likely to make an efficient Chief Motor Mechanic by the Commanding Officer and Engineer Officer of the Naval Establishment in which his training has been performed.

(*c*) Chief Motor Mechanics, 4th Class, will be eligible for advancement to Chief Motor Mechanic, 3rd, 2nd and 1st Class after 3, 7 and 12 years' service, respectively, as Chief Motor Mechanic, provided that they are of satisfactory character and are recommended by the Commanding Officer and Engineer Officer of the Naval Establishment in which they perform their training. Not more than one year's service as Acting Chief Motor Mechanic, 4th Class, shall be allowed to count towards the 3, 7 and 12 years' service required for advancement to Chief Motor Mechanic of a higher Class.

Relative Ranks.—Motor Mechanics and Chief Motor Mechanics rank as follows :—

Ratings entered in the Reserve prior to 5th October, 1925.

	Rank with	
Motor Mechanics - -	Stoker Petty Officers of 4 years' seniority.	
Acting Chief Motor Mechanic, 4th class.	Acting Engine Room Artificer, 4th class.	(C.P.O.)
Chief Motor Mechanic, 4th class.	Engine Room Artificer, 4th class.	
Chief Motor Mechanic, 3rd class.	Engine Room Artificer, 3rd class.	
Chief Motor Mechanic, 2nd class.	Engine Room Artificer, 2nd class.	
Chief Motor Mechanic, 1st class.	Engine Room Artificer, 1st class.	

Ratings entered in the Reserve on or after 5th October, 1925.

	Rank with	
Motor Mechanics - -	Stoker Petty Officers.	
Acting Chief Motor Mechanic, 4th class.	Acting Engine Room Artificer, 4th class (P.O.)	
Chief Motor Mechanic, 4th class.	Engine Room Artificer, 4th class (P.O.)	
Chief Motor Mechanic, 3rd class.	Engine Room Artificer, 3rd class.	(C.P.O.)
Chief Motor Mechanic, 2nd class.	Engine Room Artificer, 2nd class.	
Chief Motor Mechanic, 1st class.	Engine Room Artificer 1st class.	

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Writer Ratings.

181. The advancement of Writer ratings, R.N.V.R., will follow the Regulations applicable to the corresponding ratings in the R.N., with the following modifications.

(2) A rating is not to be advanced until he has received a certificate, approved by the Captain of the ship in which he is carrying out his training, to the effect that he is fit for the higher rating. In considering the grant of this certificate, Commanding Officers are to take into account qualifications outside the range of the average Naval Writer's qualifications, such a shorthand, secretarial knowledge, commercial accounting, &c.

(3) If a certificate of advancement is granted at the end of a man's training, and the man has the requisite service for advancement, the certificate and date of advancement are to be antedated to the date of his completing the necessary service for advancement.

Other Branches.

182. *Confirmation.*—Artificers and Artisans holding acting ratings will, except as laid down for Engine Room Artificers and Motor Mechanics, be confirmed in their rating when they have completed one year's service in their acting rank, provided they—

(*a*) Have performed 14 days' naval training, at sea.

(*b*) Are recommended by the Commanding Officer of the Ship in which the naval training was performed.

(*See* Appendix C, Section I. (6) and Section II. (11).)

(2) *Advancement.*—As for corresponding ratings, R.N.

183. The Admiral Commanding is authorised to grant promotion to men of all branches who may not fulfil all the requirements laid down, but who are brought to his notice as having exceptional qualifications, and who, if rated, would compare favourably with similar R.N. ratings, subject to the Establishment numbers not being exceeded.

184.

185.

Chapter X.—Resignation and Discharge (Officers and Men).

SECTION I.

Resignation and Discharge.

186. In pursuance of the authority conferred upon the Admiralty by the Naval Forces Act, 1903, the provisions of the Volunteer Act, 1863, relating to the powers of R.N.V.R. ratings to quit the force when not on actual service, are adapted as shown in Article **187.**

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187. Except when on actual service, a man may obtain his discharge from the force on—

(*a*) Giving the Commanding Officer of his Division three months' notice in writing of his intentions to quit the force.

(*b*) Delivering up in good order (fair wear and tear only excepted) all arms, appointments and kit if under four years' service, being public property or property of his Division, issued to him; or on making sufficient compensation for any loss thereof or damage thereto.

(*c*) At the discretion of the Commanding Officer of his Division, paying a sum not exceeding £5; the more nearly the period of enrolment or re-enrolment has been completed the smaller the sum to be paid.

(2) If any man gives such notice and the Commanding Officer refuses to grant him his discharge, and he considers himself aggrieved thereby, the man may appeal to a court of summary jurisdiction for the county or place in which the headquarters of his Division are situate, and not being members of the force, who shall hear and determine the appeal, and may for the purpose thereof administer oaths and examine any person as a witness; and if it appears to such court that the arms and appointments issued to the man being public property or property of his Division have been delivered up in good order (fair wear and tear only excepted), or that he has paid, or is ready to pay, sufficient compensation for any loss thereof or damage thereto, and that all money due or becoming due by him under these regulations or the rules (if any) of his Division including purchase money under clause 1 (*c*) above, either before or at the time or by reason of his quitting it, has been paid, such court may order the Commanding Officer forthwith to strike such man out of the roll of his Division, and their determination shall be binding on all parties.

(3) One half of the purchase money paid will be refunded to any man who rejoins the R.N.V.R. within two years of his discharge by purchase.

188. Should any Officer or man be considered to be physically unfit for the Service while embarked, the fact is to be reported by the Commanding Officer of the ship or establishment to the Admiral Commanding, accompanied by a report from the Medical Officer of the ship.

(2) An Officer may be discharged or required to resign at any period of his service for—

(*a*) Misconduct;
(*b*) Inefficiency;
(*c*) Unsuitability;
(*d*) Physical Unfitness.

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(3) No officer will be discharged for any reason without the approval of the Admiral Commanding.

(4) Any officer who does not in any year attend the prescribed number of drills to qualify him as "efficient," or who for four consecutive years fails to perform the prescribed obligatory training, will not be allowed to remain in the Reserve, unless the Admiralty in special circumstances may consider it desirable to relax this regulation. The four years will be reckoned from 1st January following the date on which an officer completed his last period of Naval training, irrespective of whether such training was performed in advance or not.

188A. Officers who fail to obtain the requisite qualifications for confirmation or promotion will be liable to removal from the R.N.V.R. as follows:—

(i) Probationary Midshipmen, if not confirmed within two years from date of appointment.

(ii) Midshipmen (confirmed), if not qualified for promotion to Acting Sub-Lieutenant within three years from date of appointment as Probationary Midshipman.

(iii) Acting or Probationary Sub-Lieutenants of all branches, if not promoted to Sub-Lieutenant or confirmed in rank within two years from the date of promotion or appointment in those ranks.

(iv) Sub-Lieutenants, if not qualified for promotion to Lieutenant after four years, including acting or probationary time, as Sub-Lieutenant.

(v) Probationary Lieutenants, Probationary Engineer Lieutenants, Probationary Surgeon Lieutenants and Probationary Surgeon Lieutenants (D), if not confirmed in rank within two years from date of appointment.

189. Officers of the Royal Naval Volunteer Reserve, when not called out, will be permitted to resign their commissions or appointments at the discretion of the Admiralty.

(2) Applications to resign should be forwarded by Commanding Officers to the Admiral Commanding through the R.N.V.R. Committee.

(3) Officers who resign may retain their commissions, provided that the commissions are first returned to the Admiralty to be marked "cancelled."

190. Officers must have completed 15 years' service in the R.N.V.R. before being eligible for the Retired List.

(2) In the case of Commissioned Officers who entered as ratings a minimum of five years of this service must have been in Commissioned rank, and they must have attained the rank of Lieutenant.

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Warrant Officers who entered as ratings must have a minimum of five years' service in Warrant rank.

(3) Time served while under the age of 18 will not count towards the 15 years' service necessary to qualify for the Retired List.

(4) The services of such Officers must be certified as good, and they must hold satisfactory certificates for instructional training and service afloat.

(5) In special circumstances, officers who have not completed 15 years' service may be placed on the Retired List at the discretion of the Admiralty, *e.g.*, if an Officer has rendered exceptional services in the interest of the R.N.V.R.

191. The Retired Lists will consist of the following ranks, the qualifications for which are as below; these ranks, and all steps in rank on or after retirement being granted at the discretion of the Admiralty, subject to the provisions of Article **190.**

Executive Officers.

(1) *Retired Commodores.*—Officers who have been granted the rank of Commodore, 2nd Class, on the Active or Retired Lists.

(2) *Retired Captains.*—(*a*) Officers who have held the rank of Captain on the Active List;

(*b*) Commanders who have attained five years' seniority as such, including time on the Retired List, and who, while on the Active List, have performed specially good service in the interests of the Royal Naval Volunteer Reserve or of the Naval Service generally. In exceptional cases, Retired Commanders who have performed the above good service after retirement may be granted the rank;

(*c*) Commanders who, during their Active Service career in the R.N.V.R., shall have distinguished themselves in action with the enemy.

(3) *Retired Commander.*—(*a*) Officers who have held the rank of Commander on the Active List;

(*b*) Lieutenant-Commanders who have completed two years' seniority in that rank, have attained the age of 40, and have performed good service whilst on the Active List; but a Lieutenant-Commander under two years' seniority in that rank, who is over the age of 40, may be granted the rank of Commander on retirement, if he has been mentioned in despatches for meritorious service, or has performed specially good service;

(*c*) Lieutenant-Commanders not eligible in respect of age or seniority at the date of retirement may be granted the rank of Commander on completing two years' seniority or on attaining the age of 40, if later;

(*d*) Officers retired as Lieutenants or Acting Lieutenant-Commanders are not eligible for subsequent promotion to Commander.

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(4) *Retired Lieutenant-Commanders.*—(*a*) Officers who have held the rank of Lieutenant-Commander on the Active List;

(*b*) Officers who have held the rank of Lieutenant on the Active List and who attain eight years' seniority as Lieutenant, including retired time.

(5) *Retired Lieutenants.*—(*a*) Officers who have held the rank of Lieutenant on the Active List;

(*b*) Officers who have held the rank of Sub-Lieutenant on the Active List and who are specially granted the step in rank on retirement.

(6) *Retired Commissioned Officers from Warrant Rank.*—Officers who have held the rank of Commissioned Boatswain, Commissioned Signal Boatswain and Commissioned Telegraphist on the Active List.

(7) *Retired Boatswains, Signal Boatswains and Warrant Telegraphists.*—Officers who have held these ranks on the Active List.

Engineer Officers.

(8) The ranks of Retired Engineer Commander, Engineer Lieutenant-Commander and Engineer Lieutenant will be granted under the same conditions as are laid down for Retired Executive Officers of similar rank.

Special Branch Officers.

(9) The ranks of Retired Commander, Lieutenant-Commander and Lieutenant, will be granted under the same conditions as are laid down for Retired Executive Officers of similar rank.

Medical Officers.

(10) The ranks of Retired Surgeon Captain, Surgeon Commander, Surgeon Lieutenant-Commander, and Surgeon Lieutenant will be granted under the same conditions as are laid down for Retired Executive Officers of similar rank, except that Surgeon Lieutenants may be promoted to Surgeon Lieutenant-Commander on attaining six years' seniority.

Accountant Officers.

(11) The ranks of Retired Paymaster Commander, Paymaster Lieutenant-Commander and Paymaster Lieutenant will be granted under the same conditions as are laid down for Retired Executive Officers of similar rank.

Accountant Officers (C).

(12) The ranks of Retired Paymaster Lieutenant-Commander (C) and Paymaster Lieutenant (C) will be granted under the same conditions as are laid down for Retired Executive Officers of similar rank.

Officers who reach the rank of Paymaster Lieutenant-Commander (C) on the Active List will not be eligible for a step in rank on retirement.

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192. On the completion of each term of four years' enrolment, men will be entitled to their discharge from the Reserve provided they are not at the time required by Royal Proclamation for active service in the Royal Navy.

(2) Any man may be discharged from the R.N.V.R. for misconduct, unsuitability or for physical unfitness, each case being referred to the Admiral Commanding for decision. A man discharged for misconduct is liable, at the discretion of the Admiralty, to forfeiture of all Bounty due to him at the date of his discharge.

(3) Any man who does not in any year attend the prescribed number of drills to qualify him as "efficient," or who fails to perform the prescribed obligatory training (*see* Art. **250**) will be liable to discharge from the R.N.V.R.

(4) Any man who fails to qualify on completion of a course in the subject to which he is allocated will be liable to discharge from the R.N.V.R. at the discretion of the Admiral Commanding.

(5) Any man who becomes eligible for the award of a pension or allowance, whether permanent or temporary, on account of disability or injury, will be discharged. The date of discharge is to be the date prior to that from which the man becomes eligible for the award. Discharge will be permanent in the case of life awards, and in the case of temporary awards, subject to reconsideration on the cessation of the award, provided the man applies for re-entry immediately on the cessation of his disability pension, and is then eligible under the Regulations. When men are re-enrolled after cessation of a disability pension, the Ministry of Pensions or the Regional Director (if the pension was awarded by that Department) or the Accountant-General of the Navy (if the pension was awarded by the Admiralty) is to be informed.

193. No Officer or man of the R.N.V.R. may enrol in any other of H.M. Forces, whether Regular, Reserve or Territorial, without permission from the Commanding Officer of his Division, who will obtain approval for his discharge from the R.N.V.R. from the Admiral Commanding.

(2) In the case of men permitted to enrol in any of the Regular Forces of the Crown, the provisions of Article 187, Clause 1 (*c*) will be waived. (*See* Naval Forces Act, 1903, Section 1 (2), *and* Royal Naval Reserve (Volunteer) Act, 1859, Sections 18 and 22.)

(3) Should a man be accepted for entry in the Royal Navy or Royal Marines, mobilised war service will, at Admiralty discretion, be allowed to reckon for Naval or Marine purposes, provided that :—

(i) Such service is declared on entry.

(ii) The entry takes place within five years of demobilisation from Active Service.

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(iii) No part of mobilised service for which a character below "fair" has been awarded will be allowed to count for pension purposes; and

(iv) Mobilised service will not be allowed to count as double time for any purpose.

(4) Time served under training in the Royal Navy whilst the man was in the R.N.V.R. will count towards the award of Good Conduct Badges under the conditions and limitations laid down in the King's Regulations, but not towards pension, nor will engagements entered into by candidates be antedated to cover such periods of training.

(5) A man accepted for entry into the Royal Navy will, on discharge from the R.N.V.R., retain his R.N.V.R. kit, and on entry into the Royal Navy will receive a free issue of the clothing required to complete the regulation R.N.V.R. kit to the free Naval kit. A man entered in the Royal Marines will receive a free uniform in lieu of his R.N.V.R. kit, his R.N.V.R. kit being dealt with under Article 45 (7).

194.

195.

SECTION II.

Compulsory Retirement or Removal.

Military Branch, Executive Officers.

196. Officers will be removed from the Active List as follows:—

(1) Warrant Officers at 52 years of age.

(2) Lieutenant-Commanders at 42 years of age, or after six years' service in that rank, whichever is the earlier.

(3) Commanders at 47 years of age, or after eight years' service in that rank, whichever is the earlier.

(4) Captains at 55, or after eight years' service in that rank, whichever is the earlier.

Engineer Officers.

197. The same rules will apply as are laid down for Executive Officers.

Special Branch.

198. No definite age or length of service for removal from the Active List will be laid down at present. Each case will be dealt with at the discretion of the Admiral Commanding.

Medical and Dental Branch.

199. Officers will be removed from the Active List as follows:—

Surgeon Captains at 55 years of age.

Surgeon Commanders at 52 years of age.

Surgeon Lieutenant-Commanders and Surgeon Lieutenant-Commanders (D) at 45 years of age.

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(2) Probationary Surgeon Sub-Lieutenants and Surgeon Sub-Lieutenants will be removed from the list under the following conditions :—

(i) On becoming fully qualified Medical Practitioners, but *see* the Note to Article **112**, Clause 4.
(ii) On attaining 30 years of age.
(iii) At the discretion of the Admiralty on failing to qualify for confirmation in rank.
(iv) On account of misconduct.
(v) On giving up medicine as a career.

Accountant Officers.

200. Officers will be removed from the Active List as follows :—

Paymaster Commanders at 50 years of age.
Paymaster Lieutenant-Commanders at 45 years of age.

Accountant Officers (C).

201. Paymaster Lieutenant-Commanders (C) will be removed from the Active List on attaining the age of 45.

Chaplains.

202. Chaplains will be removed from the Active List on attaining the age of 50.

203. The above regulations for compulsory retirement will not apply to Officers of the rank of Lieutenant-Commander and above who were serving in the R.N.V.R. on mobilisation for the late war. They will be subject to compulsory retirement under the age limits prescribed for the corresponding ranks in the Royal Navy.

204. In exceptional cases, Officers, whose services have been or are especially valuable, may, at Admiralty discretion, be granted an extension of service for a maximum period of five years.

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Chapter XI.—Drill.

210. The training of the R.N.V.R. is to comprise drills with guns and rifles used in the Royal Navy, with such firing practice from the above weapons as is found practicable; torpedo and mining instruction, company drill and sufficient batallion movements to enable the men to take part in parades with other forces; seamanship, including handling boats under oars and sails, knotting, splicing both hemp and wire rope, rigging sheers and derricks; signalling and telegraphy, together with such drills and instruction as the Admiralty may from time to time direct. Signal and W/T ratings will not be *required* to attend instructions other than in signals or W/T and boat exercises.

(2) All drills are to be carried out by the Petty Officer Instructors under the Officer Instructor.

211. Every Petty Officer and man shall qualify as " efficient " on or before the 31st October in every year of his service, as defined by Articles **220–225.** In default thereof he shall forthwith pay to the Commanding Officer of his Division a fine of 21*s.* for any such year in which he shall fail to qualify and such failure is to be reported to the Admiral Commanding. All such fines shall during service (without prejudice to any other remedy) be recoverable upon proceedings taken by the Commanding Officer of his Division in the manner prescribed by section 24 of the Royal Naval Reserve (Volunteer) Act, 1859, and any Act amending the same (*see* Article **285** for recovery of fines on discharge and Articles **327** and **328** for instructions regarding mode of bringing to account).

212. For the purpose of qualifying or requalifying as " efficient," attendance at the Annual Inspection is obligatory unless leave of absence be granted for special reasons. An application for leave of absence must be in writing to the Commanding Officer, and must state the precise reasons for making it, a Medical Certificate being attached in case of sickness.

(2) Volunteers who are enrolled before 1st July in any year, but subsequent to the Inspection, may, however, qualify as " efficient " for that year, if they otherwise satisfy the conditions laid down in Articles **220–225.**

(3) Similarly, Volunteers who may be permitted to join any of the forces of the Crown shall be considered as " efficient," notwithstanding that they may have been discharged from the R.N.V.R. before the Annual Inspection, provided that they have otherwise satisfied the conditions laid down in Articles **220–225.**

213. A drill consists of one hour's instruction in gunnery, torpedo, seamanship, mining, W/T, or signals. Boat exercises

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and ceremonial parades of over two hours' duration count as two drills. Two drills, but not more, may be performed in any one day.

(2) Obligatory naval training will not count as drill.

(3) Voluntary naval training will count as two drills for each day of training performed.

214. Executive Officers on List I. are required to qualify or requalify as "efficient" at Divisional Headquarters or Outlying Sub-Divisional Headquarters not later than 31st December in each year of their service, and to do so must—

(*a*) Carry out 40 drills before 31st December of the year in which they join, and 24 in each subsequent year.

(*b*) Satisfy the Officer Instructor that they—

(i) Are able to row in and take charge of a Service boat.

(ii) Have a good knowledge of all branches of seamanship taught at Headquarters.

(iii) Have a good knowledge of elementary navigation taught at Headquarters.

(iv) Possess a good knowledge of squad drill with arms, platoon, company and battalion drill.

(v) Are able to take charge of and instruct a crew at any of the guns at Headquarters.

(vi) Are able to send and take in semaphore and morse by day, and possess a knowledge of naval signalling flags and their meaning.

(vii) Have attended the Annual Inspection, unless specially exempted.

215. Other officers are not required to attend drills.

(2) Certificates from their respective Commanding Officers to the effect that they satisfactorily perform the duties of their appointments will entitle them to reckon as "efficient."

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220. All men on List I. are required to qualify or requalify as "efficient" at Divisional Headquarters or Outlying sub-Divisional Headquarters in each year of their service, not later than the 31st October.

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In order to qualify or requalify as "efficient" they must enrol on or before 30th June and fulfil the following conditions :—

(1) *Seamen, Signalmen and Telegraphists.*—Carry out 40 drills before the 31st October of the year in which they join, and 24 in each subsequent year.

(2) Satisfy the Officer Instructor that they—

(i) Are able to row in a service boat.

(ii) Have a good knowledge of all branches of seamanship taught at Headquarters.

(iii) Possess a good knowledge of rifle and squad drill.

(iv) Are able to take any man's part (except No. 1) at any of the guns at Headquarters. (*Not applicable to Torpedo, Signal or W/T ratings after allocation to those Branches.*)

(v) Are able to send and take in semaphore and morse by day.

(vi) Have attended Annual Inspection, unless specially exempted.

(3) *Other Ratings.*—Perform drills as for Ordinary Seamen during their first year of service, and be able to take part in all naval and other competitions, ceremonies, &c. Drills will be performed in subsequent years of service by means of physical training, lectures, instruction in models, &c. They must also have attended Annual Inspection, unless specially exempted.

221.

222.

223. The attendance at Headquarters for lectures, &c., of ratings on List II. is optional, but should be encouraged.

224.

225. The qualifications for "efficient" Able Seamen or higher ratings may be altered as the Admiralty from time to time think necessary.

226. A notation is to be made in the proper column of the man's Service Certificate (Form R.N.V. 10) when he qualifies or requalifies as "efficient," or for any other rating. In the case of an Officer, a notation is to be made in the Officer Instructor's diary.

227. On entry in the Royal Naval Volunteer Reserve each recruit is in future to be examined by an Officer of the Division as to his ability to swim, and is to undergo the following test :—

Swim 40 yards in a duck suit in deep water, after which keep himself afloat for three minutes.

(2) A few duck suits are to be retained for the purpose of this test, from kits withdrawn under Article **45** (7), R.N.V.R. Regulations.

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(3) Qualifications are to be awarded as a result of the test as follows :—

"Fair"—*i.e.*, only just managed to pass and requires more practice.

"Good"—*i.e.*, an average swimmer.

"V.G."—*i.e.*, a strong swimmer.

Notations are to be made on Service Certificates as follows :—

"Passed Swimming Test" (P.S.T.), followed by qualification and date; or

"Cannot Swim," and date.

(4) Where no other facilities for carrying out this test exist, the local public swimming baths are to be used, the charges for the admission of the Officer and recruit being paid from Naval Funds.

(5) No further expenditure is to be incurred in respect of men who satisfactorily pass the test, but men who are found unable to swim are to be given instruction in swimming by the Divisional Instructional Staff, any charges for admission to public swimming baths for this purpose being paid from Naval Funds.

(6) Public Swimming baths are not to be reserved for R.N.V.R. instructional purposes without prior Admiralty approval being obtained.

(7) Commanding Officers of R.N.V.R. Divisions are to render a monthly return to the A.C.R., showing :—

(i) The names of Officers, Instructors and ratings who visited public swimming baths, when open to the public, for the purpose of the initial swimming test, or for subsequent instruction in swimming.

(ii) The purpose of each visit, *i.e.*, whether for initial test, or for swimming instruction.

(iii) The number of visits made by each individual.

(iv) The cost of admission.

Rifle Practices.

228. When ranges are available, rifle practice is to be carried out in accordance with the instructions laid down in the "Royal Naval Handbook of Musketry and Pistol Courses"; and Returns on Forms S. 289 and S. 290 are to be rendered on 31st October in each year.

(2) When no firing has taken place during the year, "blank" returns are to be rendered on 31st October, giving the reason.

(3) In cases where it is not practicable, owing to lack of targets, for the Volunteers to carry out firing at all the ranges necessary under the Service conditions in order to pass out of the 3rd-class stage, the 3rd-class standard may be considered

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as being exceeded when at least five-fourteenths of the possible marks are obtained at a minimum of four ranges.

229. Fifty rounds of ammunition per man are allowed, and, when considered desirable, those Volunteers who display ability as rifle shots at the preliminary ranges may complete the Service Course, thus becoming eligible for the award of Good Shooting Badges.

(2) The ammunition to carry out the above course is to be demanded and any of the authorised allowance which has not been expended may be appropriated for this service.

230. No firing practice with guns, including field guns, is to be carried out by the R.N.V.R. except under the personal superintendence of an Officer Instructor or of an Officer of the Royal Navy, unless a relaxation of this rule has been specially sanctioned by the Admiralty.

(2) Rifle or pistol-firing is not to be carried out by the R.N.V.R. except under the personal supervision of a R.N.V.R. Officer qualified for this duty or of a Petty Officer Instructor, Royal Navy.

(3) When, at the termination of an exercise, men return by railway or boat to their headquarters, their arms are to be examined, and all the ammunition which has not been expended is to be collected and placed in a metal or leather case with a view to its being conveyed in safety to the headquarters.

231. Boats, when being used by Volunteers for the purpose of instruction under sail, are not to be allowed to carry more than the following extra ratings in addition to the boat's proper crew :—

Cutters - - - - -	1 Instructor and 2 men.
Gigs and whalers - - -	1 Instructor and 1 man.

232–9.

Chapter XII.—Training and Service in the Royal Navy.

Naval Training—Officers.

240. Officers on the Active List are required to undergo the naval training laid down in Articles **138–144A** and may volunteer to perform such additional training as is laid down in Articles **145–7** or may be instituted from time to time.

(2) The rules laid down with regard to the annual or biennial training required may be relaxed in certain cases, as may seem requisite to the Admiralty on special application being made to the Admiral Commanding through Commanding Officers of Divisions.

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241. An officer desirous of performing annual, biennial, or triennial training must apply to the Commanding Officer of his Division at least 14 days before the date on which he wishes to embark.

242. Officers who are in arrears of training owing to the exigencies of their employment, may be permitted to make good arrears of one annual or biennial training, as the case may be, in addition to their training for the current year, on application being made to the Admiral Commanding through the Commanding Officer of their Division, stating the circumstances in which training is in arrear.

(2) In special cases only, officers may, with the approval of the Admiral Commanding, be allowed to perform one year's training in advance.

243. Officers will be messed and accommodated on board the ships or in the Establishments in which they perform training provided accommodation is available.

244.

245. At the expiration of the period for which they embark, officers are to be discharged to the shore.

(2) If they have completed the requisite training, they are, if necessary, to be provided with a travelling warrant.

246. A report on the established form (S. 206) is to be rendered to the Admiral Commanding by the Commanding Officers of ships or establishments in which R.N.V.R. officers have undergone training or courses.

(2) The Commanding Officer is to give the usual certificate of service (S. 450) to each R.N.V.R. officer, and forward a duplicate of the same to the Admiral Commanding.

247.

248.

249.

Naval Training—Men.

Obligatory Training.

250. R.N.V.R. ratings of all branches will be required to perform 42 days' Naval training in each enrolment of four years in periods of not less than 14 days. 14 days of this training must be performed within the first year of enrolment (except as provided for in Article **251**) in a commissioned ship of the Active Fleet. The remainder may be performed in courses at a Naval Training Establishment. Chief and Motor Mechanics will, however, perform the whole of their training at a Mechanical Training Establishment.

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(2) Acting Engine Room, Ordnance and Electrical Artificers and Artisans, 4th Class, are required to perform 14 days of this training at sea in their first year to qualify for confirmation.

(3) Once in each enrolment, one day of the above periods of training is, in the case of all ratings, to be allocated to Anti-gas instruction, as provided in Appendix R.

(4) No man will be permitted to perform Naval training until he is 18 years of age.

(5) All ratings will be employed at their Naval trade or on work connected with the special branch to which they are allocated while performing Naval training.

251. Commanding Officers of Divisions are authorised to exempt a man from naval training up to an amount not exceeding 14 days in 4 years for sickness or other urgent reason.

(2) Each case of exemption is to be reported to the Admiral Commanding.

(3) In the event of further exemption being required, application in writing, stating full particulars, is to be made by the Commanding Officer of the Division to the Admiral Commanding who will then decide whether such exemption can be allowed.

Voluntary Training.

252. Men of all branches may volunteer for naval training for a period not exceeding a total of six months in every four years, but this period will include the fourteen days or more obligatory training afloat. (*See* Article **168,** Clause 1, and Article **253.**)

253. In addition to the training allowed in Article **252,** men of all branches may volunteer for courses at a Naval School or Establishment, but such voluntary courses must not exceed sixteen weeks during each period of enrolment.

General.

254. Whenever the Admiralty call out the R.N.V.R. or any of them, for actual service, they will be liable to serve either ashore or afloat, as may be directed by the Admiralty, and anywhere the Admiralty may have need of their services.

(2) When so called out, and serving either ashore or afloat, they will be liable to do any duty applicable to their rating for which they may be found competent, and for which they are required by the Commanding Officer of the ship or force to which they may be attached, and they will be subject to the Naval Discipline Act. It will be an understanding that the R.N.V.R. shall have, as far as possible, the first claim to be discharged on the termination of hostilities, or as soon as any portion of the Reserves can be dispensed with.

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(3) Officers and men will be borne on the books of H.M. Ships and Establishments for voluntary Service, Naval training or for actual service, and while so borne will be subject to the Naval Discipline Act, being considered for the purposes of that Act in all respects as Officers and men of H.M. Ships.

255.

256. All naval training, except instructional courses in Naval Schools or Establishments, will be carried out in effective ships or vessel in commission, or in effective small craft attached to Naval Establishments.

(2) As a general rule this training will be performed in home waters, but officers who wish to do so may be allowed to perform naval training in ships abroad, provided their training is for not less than three months, subject to Admiralty approval in each case.

257. Except with the special approval of the Admiral Commanding no volunteer is to be allowed to embark for training in any year until he has attended the minimum number of drills required to render him efficient.

258. Embarkation in H.M. Ships for training will be arranged at any time that Officers and men are available. In the case of men, as arrangements made depend on the accommodation available in H.M. Ships, alternative dates for embarkation are to be given, where possible, in order to facilitate drafting arrangements. The dates on which Officers and man can be received at Shore Establishments for courses, etc., will be promulgated by the Admiral Commanding to the Divisions annually.

(2) Commanding Officers of Divisions are to forward form R.N.V.16, containing full particulars of the Officers and men who wish to be sent for training, to reach the Admiral Commanding Reserves ten days before it is desired the training should commence.

(3) A tabulated statement showing how the ranks and ratings will be appropriated to the various ships, and when and where they are to embark, will be issued by the Admiral Commanding to the Commanding Officer of each Division, the Flag Officer of each Squadron, and each Commanding Officer of H.M. Ships concerned.

(4) The Commanding Officers of Divisions are to inform the Commanding Officer of each ship or Naval Establishment in which ranks and ratings under their command are embarking, of the time of their arrival.

This information is to be telegraphed at least 24 hours before the embarkation takes place, in order to prevent mistakes arising through a ship's unexpected sailing, and, in the case of Naval

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Establishments, to allow arrangements for conveyance of baggage to be made. (*See* Article **266.**)

The name of the railway station at which the ranks and ratings have been ordered to detrain should also be communicated.

(5) On the date of embarkation, Forms R.N.V. 16 are to be forwarded to the Admiral Commanding, with the names of the ships in which the Officers and men have embarked inserted thereon.

(6) At the same time as the above lists are rendered to the Admiral Commanding, lists (separate for each ship) are to be made out by each Division and forwarded to the Accountant General, giving the following information :—

(*a*) Name of ship in which ranks and ratings are embarking and date of embarkation.
(*b*) Names, ranks and ratings embarking.
(*c*) Names and addresses of their " next of kin."

(*See also* Article **259** as regards lists to be sent to the ships with the men.)

NOTE.—Similar returns are to be rendered when R.N.V.R. ranks and ratings are " called out."

(7) The periods for which Naval Volunteers embark are to be noted on the embarkation lists and no extension of the period specified is to be permitted without the approval of the Admiral Commanding.

(8) Before ratings are despatched for training they are to be medically examined and only those who are found to be fit and well are to be embarked. This examination is to be carried out as near the date of embarkation as possible, the services of a qualified medical officer R.N.V.R., or other medical officer, being obtained as directed for the examination of recruits, see Article **158,** paragraph 3.

259. Separate lists on Form R.N.V. 16 of R.N.V.R. ratings actually embarking are to be made out and sent by post to each ship concerned three days before embarkation.

(2) Separate lists of men who wish to qualify for higher ratings are also to be forwarded to each ship concerned for the information of the Commanding Officer.

(3) These lists are to be forwarded into office as enclosures to the ledgers of the ships in which the Volunteers are embarked. (*See also* Article **258.**)

260. When Officers and men of the R.N.V.R. are embarked for service or training, they are to accommodate themselves to the berthing and messing arrangements usual for the Officers and men of the Royal Navy.

(2) Gun Room Officers on reaching the age of 23 will mess in the Ward Room.

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260A. Bedding, etc., shown in the following list may be issued on loan to all R.N.V.R. officers undergoing training or courses, afloat or ashore :—

Pattern.	Description.	Quantity.
	Bedding—	No.
19	Mattress, hair, 6 ft. by 2 ft. 2 in.	1
19A	Covers for	1
37	Pillows, hair	1
38	,, feather	1
37A	,, covers for	4
5A	,, cases for	4
34	Sheets, white cotton	4
61	Blankets	2
10A	Counterpanes	1
	Washing requisites—	
350	Washstands	1
350A	,, receivers for	1
61	,, tops for	1
350B	Cans, water	1
59A	Soap trays	1
59B	,, covers for	1
59C	,, drawers for	1
17	Bath sponge	1
17	Bottles, water	1
18	,, tumblers for	1

(2) A set of marked bedding (including hammock, etc.) is to be supplied on loan to each man on board the ship or at the Fleet Establishment in which he is accommodated for training.

261. If the exigencies of the Service permit, Officers and Petty Officers are to be embarked with the men of their own Division. This is particularly important when the men are embarking for the first time.

262. Ratings embarked for training are to be accompanied by Petty Officer Instructors in the proportion (when practicable) of one Instructor to every 50 men embarked.

263. During the greater part of the year the R.N.V.R. attend classes of instruction at their various headquarters, and therefore the short period during which they are embarked should, as far as possible, be employed in accustoming them to life on board ship, and in rendering them familiar with the duties that would be required of them as seamen.

(2) They are to be organised in training classes, and when not under instruction are to be distributed amongst the various messes, and are to be looked upon in all respects as belonging to the ship's company. The total time available for the instruction of seaman ratings is to be divided into periods in the proportion of seamanship 2, gunnery 1, and torpedo 1, the syllabus being as laid down in Appendix Q.

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(3) As far as is compatible with the above they would derive special benefit from attending divisional drills, and going away in boats whenever an opportunity occurs; and, should time admit, aiming rifle ammunition may be expended to the extent of five rounds per man.

(4) Artificer and artisan ratings should be employed at their trades when embarked. Tools from ship's resources should be loaned to them as necessary for the work on which they are employed.

(5) R.N.V.R. ratings should be given every opportunity to take part in rifle shooting, recreation and sports, and should be encouraged to form racing boats' crews.

(6) Divisional officers and petty officers should endeavour to show R.N.V.R. ratings that they are welcome in the ship, and thus stimulate their interest in the service. R.N.V.R. ratings should *not* be employed on work requiring overall suits, as they do not possess them.

(7) By their second and later periods of training in the Fleet, all men should have normally been detailed to one or other special branch. Such men should be entered on the watch and quarter bills and carry out the ship routine in accordance with the branch to which they belong.

263A. Men embarked for training may take up clothing, soap and tobacco from the Paymaster on repayment in the usual way. Care is to be taken, however, that they are not allowed to take up such quantities as will bring them in debt to the Crown on disembarkation, or as are in excess of what is necessary for their personal use. (*See* Article **281** in regard to the landing of tobacco.)

264. On disembarkation, a statement of the results as regards each Petty Officer and man embarked is to be forwarded by the Commanding Officer of the ship to the Admiral Commanding on Form R.N.V. 17.

265. Commanding Officers of Divisions and of Ships are to make suitable arrangements for the despatch and travelling of R.N.V.R. ratings on embarkation and disembarkation respectively.

(2) When a large party of men travel together, economical arrangements are to be made beforehand for their subsistence *en route*, Meal Orders being utilised in lieu of money payments whenever practicable. Officers in charge of large parties will also be responsible in respect of economical arrangements for their subsistence.

(2A) If in exceptional circumstances the Commanding Officer deems it necessary to authorise the payment of a small advance to a rating proceeding for training to meet expenses on his journey, it should be regarded as an advance of pay, and be notified immediately to the Accountant Officer of the ship or depôt to which the

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rating is proceeding, in order that the amount advanced may be charged against the man's pay account on the ledger. (*See* Article **375** as to repayment of travelling expenses.)

(3) Arrangements are to be made when practicable for the men to reach their destination at a reasonable hour, but night travelling should be avoided if the journey can be completed in the day time.

(4) When R.N.V.R. ratings are disembarked from a ship or establishment after training, the following arrangements are to be made for the return journey to the headquarters or outlying unit of the division to which they belong—

(*a*) All men returning to the same Headquarters or outlying unit should be placed under the charge of the Senior Officer or Petty Officer returning to that place.

(*b*) This Officer or Petty Officer should be furnished with a route order (S. 542), and a list of ratings forming the party. The route order should show date and time of leaving ship, nature of railway pass issued, amount of advance (if any) given to Officer or Petty Officer to meet expenses *en route*, special arrangements (if any) made as regards meals *en route*, and by whom payment will be made.

(*c*) A railway pass or passes and the necessary Meal Orders for the party should be given to the Officer or Petty Officer in charge.

(5) In the event of R.N.V.R. ratings being sent to join ships in Scottish waters during the winter, the Commanding Officer of their Division is authorised, at his discretion, to demand from the Royal Victoria Yard, Deptford, sufficient Watch Coats to supply one to each man travelling, the names and ratings of the men to whom the coats will be supplied and the ships to which they are going being stated on the demand.

The coats will then be sent to the Division demanding them, but they will be invoiced direct to the ships to which the men are proceeding, and the men should be directed to hand them over to the Accountant Officer on arrival on board.

Similar arrangements should be made for the homeward journey by the Commanding Officer of the ship in which the men are embarked, if considered necessary.

266. The baggage of men proceeding to or returning from training will be transported at Home Ports between the ship and the Railway Station by service transport and the use of private transport is unnecessary. At other than Home Ports the Commanding Officers of H.M. Ships will make arrangements as for ratings R.N.

(2) On receipt of the report required by Article **258,** paragraph 4, the Commanding Officer of H.M. Ship or Depôt will take the necessary action to provide transport.

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267. Long leave is not to be granted to R.N.V.R. men under training except at Christmas, when the following leave may be given to men embarked for three or six months' training :—

(*a*) All men - - - - -	From Noon, 23rd December, to 0700, 27th December.
(*b*) Specially to men from Scotland and Ireland who do not complete training on 31st December.	Additional leave to enable them to reach home by p.m., 23rd December, and leave home p.m., 26th December.

(2) Men living in Scotland and Ireland who complete their training on 31st December may be given the option of proceeding on leave in time to reach their homes by p.m., 27th December.

In such cases the men are to be finally medically examined before going on leave and paid up to 31st December, inclusive.

(3) These arrangements are subject to any variation that the Senior Naval Officer present may see fit to make in order to meet local requirements.

(4) Pay and leave allowances may be credited to men granted leave under this Article, but these emoluments must not be extended beyond the expiration of the period for which the men were embarked.

268. The usual short leave may be granted to Royal Naval Volunteer Reserve men serving in H.M. Ships.

269.

Chapter XIII.—Discipline and Leave.

SECTION I.

Discipline.

270. The discipline of the R.N.V.R. is governed by the Naval Forces Act, 1903, and the Acts incorporated therewith, and by these Regulations.

271. Section 1 of the Naval Forces Act, 1903, and Article **254** of these Regulations are to be read to every rank and rating on joining; care is to be taken that he thoroughly understands them.

272. Every Officer and Petty Officer is to make himself acquainted with, duly observe, and obey, and, as far as in him lies, enforce the due execution of the Naval Forces Act, 1903, and the Acts incorporated therewith, and the Regulations for the R.N.V.R., together with all Regulations, Instructions, and Orders which may from time to time be given or issued by the Admiralty, or by any superior Officer, and shall in all respects conform his conduct to the customs and usages of His Majesty's Naval Service.

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273. The Commanding Officer of a Division may at any time order an inquiry into any matter which he may consider it expedient to investigate, and which comes within his power as Commanding Officer; but formal *Courts of Inquiry* can only be held under the authority of the Admiral Commanding, and in accordance with the King's Regulations and Admiralty Instructions.

274. Meetings are not to be held by the members of the force for the purpose of expressing an opinion upon the acts of a Commanding Officer, or of recommending him to take a particular course of action; nor are memorials to be drawn up to the same effect; and no meetings, except those called together by, or under the authority of, the Commanding Officer of a Division or Sub-Division, who will be responsible for doing so, will be recognised.

275. If any rank or rating has cause to think himself aggrieved, he will represent his case to the Commanding Officer of his sub-Division. Any appeal against the decision of the Commanding Officer of the sub-Division will be made through him to the Commanding Officer of the Division, and any further appeal will be made through the latter for the consideration of the Admiral Commanding.

276. Members of the R.N.V.R. are not, individually or collectively, to attend, in uniform, political meetings or public political discussions or demonstrations.

277. All persons belonging to the R.N.V.R. are forbidden to write for publication, or to publish or cause to be published, either directly or indirectly, any matter or information relating to the Naval Service unless the permission of the Admiralty has been first obtained.

(2) All such persons are further forbidden to deliver any lecture, or read any paper, at a public meeting on any subject connected with the Naval Service, unless a copy of such lecture or paper has been previously submitted to the Admiralty, and permission has been granted.

278. Commanding Officers are to make every effort to keep Petty Officers distinct from the lower ratings and to imbue them with a proper sense of their disciplinary relation towards their subordinates.

(2) On all occasions of men falling in, the Petty Officers are to be kept separate from the lower ratings, and when classes of instruction are formed, the Petty Officers are to be classed up by themselves.

(3) The prefix "Chief Petty Officer" or "Petty Officer" is to be used by all ranks when addressing, or speaking of, men holding those ratings.

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279. Officers and men of the R.N.V.R., when in uniform, are to pay the customary marks of respect to such Officers of the Navy, Army, Air, and Auxiliary Forces as are entitled to be saluted by Officers and men of corresponding rank in their own Service.

280. All communications on Service matters from R.N.V.R. ranks and ratings to the Commanding Officer of the Division must be sent through the Officers commanding their respective sub-Divisions.

281. Men who wish, on completion of training, to land the unconsumed portion of tobacco (in excess of the duty free allowance) which they may have taken up whilst on board, are to be directed to give notice to the Regulating Branch of their intention, in order that the necessary arrangements may be made with the Customs authorities to collect the duty which may be due on such tobacco before the men are discharged to the shore on completion of their training.

(2) The amount of tobacco so landed by any man is not to exceed the total amount which he has been permitted to take up under the ordinary Service rules and regulations during his period of training.

282. Any Petty Officer or man who shall commit any offence cognisable by the Naval Discipline Act while under training or exercise, or under any prescribed duty in any shore drill establishment or drill-ship, or elsewhere, ashore or afloat, and not being at the time borne on the books of any of H.M. Ships, may be dealt with summarily by the Commanding Officer of the Division to which he belongs, who may impose a fine not exceeding 40*s.* for such offence. Any offence which in the opinion of the Commanding Officer is too serious for summary treatment by him, is to be reported without delay to the Admiral Commanding with a view to the discharge or dismissal of the offender.

(2) In default of payment of fines imposed under this Article, such fines shall be recoverable under the Summary Jurisdiction Acts, and shall be received by the Commanding Officer on behalf of the Admiralty.

283. Any Petty Officer or man embarked for training in any of H.M. Ships, or borne on the books of a ship, who shall commit any offence cognisable by the Naval Discipline Act while so employed, shall be liable to summary punishment by the Commanding Officer of his ship, in accordance with Naval Regulations; if, however, any offence be committed so shortly before the date of disembarkation from the ship that it cannot be dealt with under those Regulations, it shall be in the power of the Commanding Officer of the ship to inflict a fine as under the Royal Naval Volunteer Reserve Regulations, and in the case of non-payment, by stoppage of wages or otherwise, he shall forward a report to the Commanding Officer of the man's Royal Naval

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Volunteer Reserve Division, with a view to recovery by process of summary jurisdiction. (*See* Article **282,** Clause 2.)

284. Chief Petty Officers, Petty Officers, and Leading Seamen of all branches may be disrated by the Commanding Officer of their Division for misconduct or incompetence.

(2) All cases of disrating are to be reported to the Admiral Commanding.

285. If any person belonging or having belonged to a Division or to any sub-Division in such Division neglects or refuses to pay any money due under these regulations or the rules (if any) of his Division and actually payable by him, except fines payable during service under Article **211,** such money shall (without prejudice to any other remedy and in particular to the remedy provided by Article **211** for the recovery of fines during service) be recoverable from him, with costs, at any time within 12 months after the same becomes due and payable, upon proceedings taken by the Commanding Officer of the Division in the manner prescribed by section 48 of the Volunteer Act, 1863, and any Act amending the same, and when recovered shall be treated as directed in Article **328.**

286. If any person designedly makes away with, sells, pawns, wrongfully destroys, wrongfully damages, or negligently loses anything issued to him as a R.N.V.R. rank or rating, or wrongfully refuses or wrongfully neglects to deliver up on demand anything issued to him as a R.N.V.R. rank or rating, the value thereof shall be recoverable from him with costs upon proceedings taken by the Commanding Officer of the Division in the manner prescribed by section 48 of the Volunteer Act, 1863; and he shall also for every such offence of designedly making away with, selling, pawning, or wrongfully destroying as aforesaid, be liable under section 28 of the Volunteer Act, 1863, on the prosecution in the manner aforesaid of the Commanding Officer of the Division, who, or whose subordinate Officer issued the thing made away with, sold, pawned, or destroyed, to a penalty not exceeding five pounds. (*See also* section 19 of Royal Naval Reserve (Volunteer) Act, 1859, and Articles **327** and **328** as to mode of bringing to account.)

287. The R.N.V.R. are not to assemble under arms for any purpose unconnected with parade, drill, or rifle practice, except with the approval of the Admiral Commanding.

288. Upon all occasions when the R.N.V.R. enter a garrison or camp as a body, the Officer in command is to report his arrival to the senior Naval Officer present, or, if there is not one to the Officer in command of the garrison or camp.

(2) When any of the R.N.V.R. are assembled with the Regular Forces of the Army or Air Force in camp or for training, they will be under Naval Discipline in the same manner as if they were on actual service.

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(3) Camp rules are to apply in all respects to the R.N.V.R., who must perform the camp duties of fatigue, cooking, &c.

(4) When any R.N.V.R. men desire to visit any garrison or camp as a naval body, the permission of the Admiral Commanding must first be obtained.

289. When the R.N.V.R. are brought together under arms at Rifle Shooting Matches or other occasions with any of His Majesty's Land or Air Forces on shore, the Officer in command of the R.N.V.R. present shall take care that every one under his command complies with all the Regulations of the Land or Air Forces relative to the camp or ground on which they may be, and he shall confer with the senior Officer of the Land or Air Forces, and act in concert with him, so that the R.N.V.R. present may in all cases act in accordance with the orders under which the Land or Air Forces are acting: but it is to be distinctly understood that nothing in this Regulation is to give a claim to any Officer of His Majesty's Navy or of the R.N.V.R. to assume command of any of His Majesty's Land or Air Forces, nor to any Officer of His Majesty's Land or Air Forces to assume command of any of His Majesty's Naval Forces.

290. Officers and men of the Royal Naval Volunteer Reserve when not called out for actual service remain, as ordinary subjects of His Majesty, bound in case of riots to use all reasonable endeavours according to the necessity of the occasion to suppress and quell such disturbances of the peace. They may, in common with all other subjects of His Majesty, be required by the Civil Authority to act as special constables for such purposes. When so employed they will be armed with the ordinary constable's staff, and will not wear uniform.

(2) In cases of serious and dangerous riots and disturbances, the Civil Authority may require His Majesty's subjects generally, including Officers and men of the Royal Naval Volunteer Reserve not in actual service, to arm themselves with, and use, other weapons suitable to the occasion, and such other weapons may be used accordingly by Officers and men of the Reserve according to the necessity of the case.

(3) In the event of an attack upon headquarters, ships, armouries or stores, Officers and men of the Reserve may combine and avail themselves of their organisation to resist it, and may use arms if the necessity of the occasion require it. Should it be necessary for them to use extreme measures, they should, whenever possible, give sufficient warning of their intention.

SECTION II.

Leave.

291. Applications for leave of absence from Commanding Officers of Divisions are to be submitted to the Admiral Commanding.

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(2) Leave of absence to other Officers, up to a maximum of 6 months, may be granted by the Commanding Officers of Divisions unless otherwise ordered at any time by the Admiral Commanding; applications for longer periods are to be submitted to the Admiral Commanding.

(3) Care is to be taken that the addresses of Officers on leave are recorded at the Headquarters; and changes of address should be at once notified.

(4) The approval of the Admiral Commanding is to be obtained before any officer or man of the R.N.V.R. proceeds on leave outside the United Kingdom. The maximum period for which such leave will be granted is one year and officers desiring to remain abroad for any longer period may be required to resign their commissions or appointments.

292. Should an Officer be granted leave of absence for not less than six months, a temporary acting appointment may, if necessary, be given to another Officer of the Division to fill the vacancy, provided that—

(*a*) The total number of Officers allowed to the Division is not exceeded.

(*b*) The Officer so appointed is absorbed, or reverts to his former rank, at the expiration of such leave of absence.

(*c*) No additional expense to the Crown is incurred.

(2) Such acting appointments are subject to the approval of the Admiralty.

293. Except as provided for in paragraph 2, officers undergoing training are not normally to be granted long leave but, at the discretion of their Commanding Officer, they may be granted a few days' leave during recognised leave periods or in cases of urgency.

(2) Midshipmen who are performing six months' training should be granted the usual leave given to other Gun Room Officers of the ship in which they are serving.

(3) Officers granted leave under the above conditions may be continued on full pay for the periods of leave, and such periods will count as part of their training or temporary service. They will not, however, be entitled to any unexpended balance of leave on completion of the term of their appointments. Similarly officers borne in ships abroad will not be entitled to Foreign Service Leave on completion of their service. Officers who may return from abroad before completion of their service may, at the discretion of the Admiralty, be granted Foreign Service Leave, but such leave will not extend beyond the normal date of the completion of their service.

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Chapter XIV.—Public Funds, Admiralty Grants and Accounting Instructions.

SECTION I.

General.

300. The funds placed at the disposal of the Commanding Officers by the Admiralty will consist of :—

(*a*) Imprest advances received from the Admiralty (*see* Article **300A**).

(*b*) The Contingent Fund (*see* Article **301**).

(2) These funds and the relative accounts of receipt and expenditure are to be kept entirely separate and distinct one from the other, and from the private funds of the division, if any (*see* Articles **334** and **338**).

(3) These funds are not the property of any individual and neither the grants, nor any receipts that may incidentally arise from the services provided for, are in any circumstances to be transferred to any private account or to be expended for any purpose other than those prescribed in these Regulations.

300A. The Admiralty will from time to time as may be requisite entrust public money to R.N.V.R. Accountant Officers in order that Commanding Officers may be enabled to meet expenditure directly chargeable to Navy Votes of the nature specified in paragraph 2, but only in so far as local payment is authorised by these Regulations (*see* Chapter XVII), or specially by the Admiralty.

(2) The expenditure directly chargeable thereto comprises :—

(i) Such local expenditure as may be authorised on the maintenance of ships and establishments, *e.g.*, rents, rates and taxes, repairs, coal and furniture.

(ii) Refunds to officers within the limits fixed by Article **302**, of the travelling and subsistence expenses incurred by them when travelling on divisional duty.

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(iii) The bounties payable to R.N.V.R. ratings under Article **373,** after authorisation by the Accountant-General of the Navy.

(iv) Advances made to men proceeding for training (*see* Article **265**).

(v) The fees, not exceeding 2*s.* per head, for the medical examination of ratings, payable under Article **305.**

(vi) Such other expenses as may from time to time be specially authorised by the Admiralty for local payment.

(NOTE.—The wages of civilian employees will be paid by the Accountant Officer, Naval Reserves Department.)

Contingent Fund.

301. In each financial year (*i.e.*, year beginning on 1st April and ending on the following 31st March) an allowance not exceeding £100 per sub-division in the form of a Contingent Fund is granted, subject to the provisions of Clause 2, for expenditure on the following services :—

(1) Prizes.
(2) Bands.
(3) Recreation.
(4) Casual Labour.
(5) Insurance of trophies and Divisional private property.
(6) Legal expenses in connection with proceedings against men for failing to qualify for the annual grants, and recovery of government property, etc.
(7) Fitments and general expenses in connection with competitions and displays.
(8) Cartage.
(9) Advertisements and Recruiting (*see* Article **300A**, Clause 2).
(10) Rifle ranges, markers, &c.
(11) Such other miscellaneous expenditure as may be specially approved by the Admiralty.

(2) The amount of the grant will vary within the maximum of £100 per sub-Division, according to the strength of the sub-Division on 31st December in each year. The actual proportion of the full grant to be issued to sub-Divisions below the full authorised strength will be as laid down by the Admiralty from time to time.

(3) Claims may be rendered to the Accountant-General of the Navy at any time after 31st December in each financial year. They must be accompanied by a certified statement of the numbers borne in the several sub-Divisions on that date.

An advance on account, if required to meet public expenditure during the current financial year, may, however, be applied for on or after 1st April of each year.

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302. *Special Grant.*—A special annual grant of £20 per sub-Division will be made to Commanding Officers of Divisions to cover the out-of-pocket expenses incurred by Officers in travelling and subsistence on Divisional Duty and may be expended under the following headings and subject to the under-mentioned conditions :—

(*a*) Expenses of travelling on duty (i) between Headquarters and Outlying Units or (ii) between an Officer's home or place of business and the Headquarters of an Outlying Unit to which he is not attached, provided that the expense thus incurred be not in excess of that of proceeding from his normal drill quarters.

(*b*) Reasonable expenses of Subsistence which an Officer may have to pay for his men when engaged at drill or exercises (other than boat drills, rifle practice and annual inspection away from the men's own Unit for which railway warrants only are issuable—*see* Article **304**) which keep them away from their Headquarters for a period of four hours or more.

(*c*) Travelling expenses incurred by Officers in taking their men to week-end camps for purposes of promoting Naval efficiency.

(2) Expenses will not be allowable to an Officer on account of travelling between his own home and the Headquarters of the Division or of the Outlying Unit to which he is posted, nor will subsistence allowance be payable for periods of duty at the Headquarters of the Division or of the Outlying Unit to which an Officer is attached.

(3) Expenses on account of travelling or subsistence of the nature provided for in paragraph 1 will not be defrayed from this grant for distances under 5 miles.

(4) Where the journey is by rail, first class fares may be allowed, Army Form B. 201A being used in place of the ordinary Admiralty form of warrant on those occasions of R.N.V.R. duty for which the Divisional Grants are responsible.

(5) The number of journeys permitted must necessarily be regulated with due regard to the amount available, and it is desirable that the Commanding Officer and Finance Committee should exercise strict control over the expenditure.

(6) Payment is not to be made to any Officer in the form of an allowance for expenses, but only on the basis of properly vouched accounts for expenses actually incurred.

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304. *Travelling Warrants, Boat Drills, &c.*—Officers and men undergoing instruction at rifle ranges or at drills or attending at annual inspection will be entitled to receive travelling warrants as for corresponding ranks and ratings in

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the Royal Navy, provided that the authorised place of the practice or drill or inspection is more than 5 miles distant, in one direction only, from the Headquarters of the Division or of an Outlying Unit.

Fees for Medical Examination.

305. Where it is impossible to utilise the services of a medical officer, R.N.V.R., or a final medical examining officer, R.N., within his normal hours at a recruiting office, for the medical examination of recruits, or ratings about to proceed for training (*see* Articles **158,** Clause 3, and **258,** Clause 8), and it is necessary to employ a surgeon and agent or private practitioner, or a final medical examining officer *outside* his normal working hours, a fee not exceeding 2*s.* for each recruit or rating examined may be paid as a direct charge to Navy Votes (Cash Account No. 1). Should the fee actually charged in any particular instance be more than 2*s.* the extra expense is to be met from the Contingent Fund (Article **301,** Item 9, Cash Account No. 2).

(2) The vouchers for such payments are to be accompanied by a certificate signed by a responsible officer, that the examination could not have been performed by a qualified medical officer, R.N.V.R., or by a final medical examining officer, R.N., during his official day at a recruiting office.

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SECTION II.

Cash Accounts and Supply of Cash.

310. *Cash Accounts.*—The Accountant Officer of each Division is to render to the Accountant General of the Navy two Cash Accounts each quarter, viz. :—

(*a*) Cash Account No. 1 relating to the receipt and expenditure of moneys entrused to him by the Admiralty for the purposes specified in Article **300A.**

(*b*) Cash Account No. 2 relating to the receipt and expenditure of the Contingent Fund (*see* Article **301**).

311. *Instructions for rendering Accounts.*—The following instructions regarding these two Accounts are to be observed, and for guidance where no specific provision has been made, Chapter L of the King's Regulations and Admiralty Instructions should be consulted.

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312. Supplies of money for Cash Account No. 1, *i.e.*, for the services which are directly chargeable against public funds, are to be obtained by requisition (Form D. 151A) on the Accountant General of the Navy, who will forward an Imprest Bill for the amount required. The envelope containing the Imprest Demand should be marked "Imprest" on the left lower corner.

(*a*) The Imprest Bills, which will be made out in the name of the Accountant Officer, are, after endorsement, to be paid immediately to the credit of the Public Account opened in the name of the Accountant Officer at the authorised Bank.

313. Supplies of money for Cash Account No. 2, *i.e.*, the Contingent Fund, whether advances on account, the final payment for the year, or the full sum earned, are to be requisitioned on separate Forms D.151 A, in a similar manner to that indicated in Article **312** for Cash Account No. 1. Requisitions are to be supported by a statement jointly certified by the Officer Instructor and the Commanding Officer of the Division specifying—

(i) the number of sub-Divisions of the Division;
(ii) the strength to which each has been recruited;
(iii) the total estimated amount payable for the year; and
(iv) the amount already drawn, if any.

(2) The Imprest Bills will be made payable to the Commanding Officer and Finance Committee jointly, and after endorsement are to be paid immediately to their credit in the Banking Account held in their names.

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315. All claims for Admiralty Grants or advances on account thereof are to be passed by the Finance Committee before submission to the Admiralty.

316. *Custody of Money.*—The Accountant Officer is responsible for the safe custody and proper expenditure of all moneys entrusted to him, and is to have sole charge of the public safe in which is to be kept all money drawn from the bank or received from other sources.

(2) Detailed instructions appear on Form S. 1001—"Memorandum to Officers in charge of Public Money"—which should be posted on the inside of the door of the safe.

(3) The keys of the safe are to remain in the personal custody of the Accountant Officer unless, in his absence, it becomes necessary for the Commanding Officer to delegate to another Commissioned Officer the charge of the public balance. In this event the Officer assuming charge is to receive the keys, and is to be held responsible for the safe custody of the moneys transferred to him, the amount of which is to be verified.

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SECTION III.

Banking.

317. *Public Funds.*—In connection with Cash Account No. 1 a public Banking Account is to be opened in the name of the Accountant Officer at such local bank as may be authorised, preference being given, whenever practicable, to Branches of the Bank of England, and the Accountant Officer is to lodge his signature at the Bank. A certificate from the Bank in the following terms is to be obtained and forwarded to the Accountant General of the Navy :—

> " The Account standing in the name of _____ is held by the Bank as money belonging to the Admiralty Department of H.M. Government and the Bank will at all times comply with any directions which may be given by the Admiralty in respect of such account."

318. *Headings of Cheques.*—As all cheques used by Officers of Public Departments in drawing upon Admiralty accounts kept at Banks are exempt from Stamp Duty, the Accountant Officer is to use unstamped cheques in connection with Cash Account No. 1. Such cheques should be crossed and headed " On His Majesty's Service."

319. *Bank Balance.*—The balance at the Bank is at all times to be kept as low as possible consistent with the requirements of the public service.

320. *Contingent Fund.*—As regards Cash Account No. 2, amounts received in respect of the Contingent Fund are to be paid into a Bank to the joint account of the Commanding Officer and a Finance Committee, consisting of the Accountant Officer and not fewer than two Officers appointed by the Commanding Officer. Cheques on the account are to be signed by the Commanding Officer and the members of the Finance Committee, or such of their number (not less than two) as they may conjointly empower so to do. Cheques drawn on this account are liable to stamp duty.

(2) The account should stand in the books of the Bank in the name of " The Commanding Officer and Finance Committee, _____ Division, Royal Naval Volunteer Reserve."

321. *Change of Bank.*—Admiralty approval must be obtained before opening a fresh banking account or transferring an account already authorised from one bank to another.

322. *Bank Book.*—There will be no distinction in the Cash Accounts between transactions affecting money in the Bank and those affecting actual cash, but the Accountant Officer is to keep a Bank Book (D.568A), in respect of each of the two Cash Accounts,

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in which he is to enter at the time particulars of all sums paid into, and cheques drawn upon, the Bank, so that the available balance of money at the Bank may be ascertained at any moment.

323. *Inspection of Bank Books.*—The Accountant Officer is at frequent intervals to compare the Bank pass book with his own record (D. 568A) and is to set off in the latter each cheque shown as paid by the Bank pass book.

(2) The Banking and other accounts of Public Monies of each Division are subject to inspection at any time by Officers specially deputed for the purpose by the Admiralty or the Admiral Commanding. Commanding Officers are to afford every facility in their power for the performance of this duty.

(3) Whenever the balances of public money in his charge are officially inspected, the Accountant Officer is to produce the Bank Books and the Bank pass books; an agreement between the balances shown therein respectively being worked out in Bank Books in red ink, any cheques drawn, but not entered in the Bank pass books as " paid," being noted.

324. *Separate Banking Accounts.*—The Banking Accounts in connection with Cash Account No. 1 and Cash Account No. 2 respectively are to be kept entirely separate from each other, and private money is in no circumstances to be credited to either of these accounts.

(2) Cheques are not to be drawn on either of these Accounts to meet private expenditure connected with the Division.

325. *Interest to be brought to Credit.*—Any sums allowed by a Bank as interest on the monies standing either in Account No. 1 or Account No. 2 are to be credited periodically to the respective accounts.

326. *Pass Book and Cheques.*—Bank pass books and cheques, and their counterfoils, are to be retained for a period of not less than two years from the date of the last transaction, but may be kept for such further period as may be considered desirable.

SECTION IV.

Accounting and Vouchers.

327. *Cash Book* (*S.*29).—The Accountant Officer is to keep two cash books (S. 29) one for Cash Account No. 1, and one for Cash Account No. 2. Every item of receipt or expenditure is to be posted in the appropriate cash book daily in the actual order of its occurrence.

(2) The cash books are to be so kept that at any time the balances appearing as due thereon will agree with the amount of cash in hand and at the bank in respect of each account.

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(3) Particular care is to be exercised to ensure that items are entered in the correct cash book, and that the two accounts are kept distinct and separate.

328. *Cash Account No.* 1.—Receipts from the following sources are to be taken on charge in this account, viz. :—

(*a*) Imprest advances of public funds obtained from the Admiralty, Article **312.**

(*b*) Money received from a volunteer for the purchase of his discharge, Article **187** (1) (*c*).

(*c*) Compensation received from a volunteer under Articles **187** (1) (*b*) and **286,** and Appendix A, for loss of or damage to arms, appointments, clothing, etc., issued to the divisions or to the volunteer by the Admiralty.

(*d*) Fines received from a volunteer for inefficiency under Article **211.**

(*e*) Money received for the issue of clothing on repayment, and for articles of kit sold for the benefit of the Crown, Article **45.**

(*f*) Other sums due to the Crown ordered to be received and taken on charge from time to time.

(2) Expenditure to be accounted for in this Account is indicated in Article **300A.**

328A. *Cash Account No.* 2.—Receipts to be taken on charge in this account comprise :—

(*a*) Imprests received from the Admiralty on account of the Contingent Fund, Article **313.**

(*b*) Fines or other charges paid by a volunteer in accordance with divisional rules, Article **285.**

(*c*) Receipts that may accrue under any of the headings enumerated in Article **301.**

(2) Expenditure to be accounted for in this account is indicated in Article **301.**

329. *Accounts and Vouchers.*—Schedules of the Cash Books made out on Form S. 29, will constitute Cash Accounts Nos. 1 and 2, and are to be forwarded through the Commanding Officer within 21 days of the end of each quarter to the Accountant General of the Navy, accompanied by Vouchers in support of all items, except those in respect of money obtained by Imprests. The Vouchers for both accounts are to bear distinguishing numbers and letters as follows :—

Debit (Receipt) Vouchers are to be lettered A, B, C, &c.
Credit (Payment) Vouchers are to be numbered 1, 2, 3, &c.

the series in each case commencing from the first day of each quarter. Each voucher is to be signed by the Commanding Officer, or his deputy, as certifying his approval of the transaction indicated thereon. Duplicates of all vouchers are to be retained by the Accountant Officer.

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(2) Every voucher is to show clearly the details of, and purpose for the expenditure, and adequate receipts are to be furnished for each item (*see also* Article **330**).

(3) Vouchers for payments to officers and other members of the division are to be supported by sub-vouchers proving the expenditure reclaimed, receipts being attached in respect of each individual item of expenditure, in addition to the receipt of the person to whom the money is originally advanced by the Accountant Officer. Failure to comply with this instruction will render the charge liable to disallowance.

(4) Advances of cash made to officers, treasurers of sub-committees, etc., to meet disbursements for any of the purposes specified in Articles **300A**, or **301** are to be regarded as part of the cash balance of the division, until the expenditure is accounted for in the manner indicated above.

330. *Receipts.*—All vouchers are to be properly receipted, and when the amount of any payment made is £2. or more, a receipt stamp, provided by the person receiving the money, is to be affixed, unless exempted under the provisions of Article **1813** of the King's Regulations and Admiralty Instructions.

331. *Outlying sub-Divisions.*—All claims for expenses incurred by outlying sub-Divisions are to be forwarded to the Accountant Officer of the Division for settlement, after approval for payment has been obtained from the Commanding Officer and Finance Committee.

332. *Postages.*—A postage book should be kept, if necessary, and when the Cash Account is being closed the total of postage expenditure should be brought to account (Form S. 24) and posted in the Cash Account.

333. *Supplies of Voucher Forms, &c.*—Supplies of Voucher, &c., Forms can be obtained from the Superintendent, R.N. Store Depôt, West India Docks, London, E. 14. Where suitable printed forms are not available vouchers should be made out in manuscript on *foolscap* sheets.

334. *Private Funds.*—Contributions to the private funds of the Divisions and expenditure defrayed therefrom should not be shown in these accounts. In the event of a Voucher comprising expenditure chargeable to private as well as to public funds or the Admiralty grants made to the Division, the amount chargeable to each source of income should be clearly indicated on the Voucher, and only the proportion chargeable to public funds or Admiralty grants, entered in the respective Cash Account.

335. *Private Funds.*—An account of the receipt and expenditure of money obtained from private sources is to be kept in a suitable form.

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336. *Inspection of Public Money.*—On the last day of each quarter after all payments for the quarter have been made, or on the first day of the succeeding quarter, before any transactions have taken place, the Cash Books are to be balanced, and the balances are to be verified concurrently by the Commanding Officer of the Division or an Officer deputed by him for the purpose, who will fill up Forms S. 452 (Summary of Cash Account) and append his signature at the end of the quarterly Cash Accounts (Forms S. 29) in approval thereof.

If it is impracticable to carry out this verification of the cash balance at the end of the quarter, such verification may be postponed, but postponement will only be accepted in very exceptional and isolated cases. If the verification is postponed, an explanation is to be furnished, on each occasion of postponement, of the circumstances attending the delay and no transactions which would be included in the following quarter's cash account are to take place during the period of postponement.

The balances of cash are also to be checked by the Commanding Officer or an Officer deputed by him, on the following occasions :—

(i) At an uncertain date at least once a quarter.

(ii) On the supersession of the Accountant Officer or on his being relieved of his duties from illness or any other cause.

(2) In carrying out this duty the examining Officer is to be guided generally by the instructions contained in Article **1105,** Clause 2, of the King's Regulations.

SECTION V.

Responsibility for Expenditure.

337. *Responsibility of Commanding Officer.*—Commanding Officers of Divisions are personally responsible for all expenditure authorised by them out of public funds and Admiralty Grants.

(2) All expenditure charged in Accounts No. 1 or No. 2 of a Division will be deemed to have been so authorised, except where specific Admiralty authority has been given.

(3) *Income not to be exceeded.*—The expenditure of a Division from Admiralty Grants is not to exceed its income.

338. *Expenditure from Private Funds.*—The Admiralty cannot accept any responsibility for expenditure from private funds.

339. *Functions of Finance Committee.*—The functions of the Finance Committee are advisory, and not intended to limit the responsibility of the Commanding Officer.

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339A. *Duties of the Accountant Officer.*—The duties to be carried out by the Senior Accountant Officer of the Division are as follows :—

(*a*) Under the authority of the Commanding Officer to make all payments on behalf of the Division.

(*b*) To keep the financial accounts of the Division.

(*c*) To have charge and keep the accounts of all Clothing and Victualling Stores and Mess Traps supplied to the Division, and to supervise and keep a record of the receipt and issue of all kits and clothing generally.

(*d*) To be a Member of the Board of Officers appointed to carry out the annual stocktaking of Stores.

(*e*) To be a Member of the Finance Committee.

(*f*) To assist the Commanding Officer generally in financial and administrative matters.

(2) The Second Accountant Officer is to assist the Senior Accountant Officer in carrying out the above duties.

Chapter XV.—Land and Buildings.

SECTION I.

Purchase or Lease.

340. All proposals to purchase or lease land or buildings, or to erect buildings on land so acquired, are to be submitted by Commanding Officers to the Admiral Commanding, through the R.N.V.R. Committee, for approval before any liability is incurred.

341. Applications for the purchase of land are to specify—

(1) The exact situation and area of the property which it is proposed to acquire. (The situation should also be marked on a small map of the district.)

(2) The purpose for which the property is required.

(3) The price which it is estimated would be required.

(4) If the property is already unofficially occupied by the Division the terms on which it is held.

(5) If the property is not occupied by the Division, but its acquisition will enable the Division to surrender other accommodation, the amount of the saving to be effected by its surrender should be stated.

342. The application should be accompanied by a plan of the site and of any existing buildings thereon.

(2) In submitting the application, the R.N.V.R. Committee should state their own opinion of the proposal, and whether they recommend it for approval. The Admiral Commanding will, if

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he considers it necessary, cause the property to be inspected, and, if he then recommends the application for approval, will submit it for the consideration of the Admiralty.

343.

SECTION II.

Property of Divisions.

344. In pursuance of the authority conferred upon the Admiralty by the Naval Forces Act, 1903, the provisions of the Volunteer Act, 1863, relating to rules and property of the corps, are adapted as shown in the following Articles.

345. The Officers and men of a Division of the R.N.V.R. may from time to time make rules for the management of the private property, private finances, and *civil* affairs of a Division, and may alter and repeal any such rules; but any such rules shall not have effect unless and until they shall be approved by the Admiralty, and upon such approval the same shall be binding on all persons.

(2) A copy of the rules in print or writing, or partly in print and partly in writing, certified under the hand of the Commanding Officer of the Division as a true copy of the rules, whereof the Admiralty's approval has been notified as aforesaid, shall be conclusive evidence of the rules of that Division of the R.N.V.R.

346. All money subscribed by, or to, or for the use of any Division, or of any sub-Division in such Division, and all effects belonging to such Division or sub-Division respectively or lawfully used by it, not being the property of any individual Officer, Petty Officer, or man, or member of the Instructional Staff, and the exclusive right to sue for and recover money due to the Division or to any such sub-Division as aforesaid, shall vest in the Commanding Officer of the Division for the time being and his successors in office, with power to him and his successors to sue, to make contracts, and to do all other lawful things relating thereto; and any civil or criminal proceedings taken by virtue of the present section by the Commanding Officer of a Division shall not be discontinued or abated by his death, resignation, or removal from office, but may be carried on by and in the name of his successor in office.

347. The Commanding Officer of a Division receiving any arms, ammunition, or other stores supplied at the public expense or by private subscription shall, subject to the approval of the Admiralty, appoint a proper storehouse for the depositing and safe-keeping of such arms, ammunition, or stores.

(2) Every such storehouse shall be free from all county, parochial, or other local rates and assessments.

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(3) All exemptions contained in the Gunpowder Act, 1860, or any Act amending the same, relative to storehouses, magazines, or places belonging to, or held for the service of, the Crown, shall extend to any storehouse appointed under this rule, with the approval of the Admiralty, as a fit place for the storing of ammunition but not otherwise.

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349.

CIVIL AND ADMINISTRATIVE RULES.

350. The property of the Division is vested in the Commanding Officer, but committees to aid him in the financial and civil business of the Division are to be appointed once a year.

(2) The committees shall for ordinary purposes be two, viz., a Finance Committee (*see* Article **320**) and General Purposes Committee. (*See* Articles **352–4.**)

(3) The Commanding Officer shall have power to convene a special meeting of any committee at one week's notice.

(4) Honorary Officers may take part in the civil affairs of the Division; but they are not eligible for election on either the Finance or the General Purposes Committee.

351. The Finance Committee shall be appointed by the Commanding Officer. (*See also* Article **320.**)

(2) The management of the Contingent Fund and Special Grant made to the Division shall be vested in this Committee, but all dealings with these funds shall be subject to the approval of the Commanding Officer. (*See also* Articles **339** and **339A.**)

(3) The Finance Committee is to meet at least once a quarter.

(4) The Accountant Officer or his assistant will act as Honorary Secretary, and record the minutes of its meetings.

(5) No substitute shall be permitted for any member, and any vacancy occurring during the year is to be filled up forthwith.

352. General Purposes Committees shall be appointed by the Commanding Officer of the Division for the headquarters sub-divisions and also for each place at which an outlying unit is established. The committee for the headquarters sub-divisions shall consist of the Commanding Officer, Officers Commanding sub-divisions, and the Accountant Officer; in the case of outlying units, of the Commanding Officer of the Division, the Officers Commanding the outlying unit concerned, the Accountant Officer, and one additional Officer (selected by the Commanding Officer of the Division from each outlying unit concerned); five

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members shall form a quorum, except that where two sub-divisions from the headquarters of a Division, or two sub-divisions are established at one place as outlying units, three shall form a quorum, and in the case of a single outlying sub-division two shall suffice.

(2) An Honorary Secretary shall be appointed annually by the Committee, and any vacancy occurring during the year shall be filled up by the sub-division concerned, due notice being given to the Honorary Secretary.

353. The General Purposes Fund at the Headquarters of any Division or outlying unit shall consist of donations and subscriptions from private sources, and shall be managed by the General Purposes Committee, but all transactions in connection therewith shall be subject to the approval of the Commanding Officer.

(2) The General Purposes Committee will be informed by the Commanding Officer of the extent to which it will be possible to meet expenditure at the outlying units on Bands, Prizes, Rifle Ranges, Markers, &c., out of the Contingent Fund (*vide* Article **301**). Any authorised expenditure so incurred will be dealt with by the Accountant Officer at Headquarters and brought to account by him in Cash Account No. 2, the items being supported by duly receipted vouchers (*see* Articles **329** and **334**).

354. The accounts of the General Purposes Funds, and any other private funds, shall be audited by auditors elected from the Division (members of the General Purposes Committee being ineligible), or by a member of a Chartered or Incorporated Society of Accountants appointed by the Commanding Officer, in which case the cost of the audit will be borne by the General Purposes Fund.

(2) The Public Accounts of each Division shall be subject to audit only as provided in Chapter XIV.

(3) Audited abstracts of the General Purposes and any other private divisional accounts, together with the annual return of Public Receipts and Expenditure, shall be posted at Divisional Headquarters, and at the headquarters of outlying units concerned, early in each year.

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Chapter XVI.—Pay and Allowances, Travelling Expenses, Medical Treatment and Compensation for Injuries.

SECTION I.

Pay and Allowances.

360. When called out by Royal Proclamation, or when undergoing Naval Training in H.M. Ships or Establishments, Officers will receive the full pay shown in Appendix M or M (1), as the case may be, or such special pay as may by Order-in-Council be determined.

(2) Only mobilised service in the Royal Navy in a *confirmed* rank will count towards increase of pay in that rank. Whenever an Officer claims a rate of pay in excess of the minimum rate of his rank instructions should be requested of the Accountant-General of the Navy before the higher rate is granted.

361. R.N.V.R. Officers are not entitled to receive any allowances as contributions towards mess expenses except as provided for hereunder.

(2) Gun Room Officers embarked in H.M. Ships in which there is no Gun Room Mess and Gun Room Officers on reaching the age of 23, whether there be a Gun Room Mess in the Ship or not, are required to mess in the Ward Room and to pay their proper share of mess money as if they were Ward Room Officers, but to meet the increased expenses they will be allowed the difference between 37*s.* 6*d.* a month and the amount contributed monthly by the Officers of the mess, which amount, however, is not to exceed the prescribed limit of £3.

(3) This allowance is to be paid also to Sub-Lieutenants when in command of Torpedo Boats or other small vessels.

(4) The maximum amount payable under the regulations is not to exceed 22*s.* 6*d.* for each complete calendar month. For broken periods payment is to be made at the rate of 9*d.* a day.

(5) Warrant Officers obliged to join a mess which includes all Officers will be allowed 1*s.* a day.

(6) The rates of mess subscription in H.M. Ships may vary from time to time and consequently the rates of difference of mess subscription laid down in this Article may be changed. (*See also* Article **260,** Clause (2).)

362. Except as otherwise provided herein, Officers will, on confirmation in the rank in which they are entered, be eligible for a Uniform Allowance of 50*l.*

Special Branch Officers will be eligible for the allowance when they have satisfactorily completed a period of training or are called out by Royal Proclamation.

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Chaplains and Honorary Officers are not eligible for any uniform allowance.

(2) Uniform allowance is granted for the sole purpose of assisting Officers to provide themselves with necessary articles of uniform, and the Admiralty reserves the right to demand an account of expenditure, and to pay no greater sum than that for which proof of expenditure is produced.

(3) Officers with previous service in the R.N., R.N.R., or R.N.V.R., entered on or after the 30th July, 1924, will receive as uniform allowance the actual sum necessarily expended by them in altering their outfit, or in the purchase of new uniform, up to a limit of £50, provided that a complete claim, supported by receipted bills in respect of the outlay incurred, is submitted to the Accountant General of the Navy within twelve months of promulgation of confirmation in rank, or of entry, in the case of Officers not entered on probation.

(4) An Officer who fails to serve four years will be required to refund the amount paid to him to the extent of one quarter of the allowance in respect of each year or portion of a year by which his service falls short of four years, but in exceptional circumstances—*e.g.*, where the failure is due to ill-health not attributable to the Officer's misconduct or imprudence—the refund may be waived in whole or in part at the discretion of the Admiralty. In computing the sum to be recovered from Officers referred to in paragraph 3, both former service and the amount of any previous grant will be ignored.

(5) No payments in respect of outfit gratuity are to be made without prior reference to the Accountant General.

363. While under training or when mobilised for actual service R.N.V.R. ratings will receive the same rates of pay as the corresponding ratings of the Royal Navy, except that only mobilised service and/or former R.N. service as allowed under R.N. conditions, will count towards progressive increases of pay. The rates of pay are given in Appendix M, Section II, Scales 1 and 2.

Scale 1 contains the rates of pay for men who enrolled in the R.N.V.R. *prior* to 5th October, 1925, and who subsequently re-enrol for further periods of service provided their service in the R.N.V.R. is continuous.

Scale 2 contains the rates of pay for men who enrol *on and after* 5th October, 1925, and men who re-enrol on and after that date after an interval during which they ceased to belong to the Reserve.

(1A) They will also receive pay under the conditions and at the rates provided for men of the Royal Navy in respect of Good Conduct Badges awarded under Article **47** (Clause 1), and for non-substantive ratings granted under Article **168.**

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(1B) Engine Room Artificers, R.N.V.R., will be eligible for the certificate, machinery and senior allowances issuable to Engine Room Artificers, R.N. (*See* Appendix M, Part IIB.)

(2) Kit Upkeep Allowance at active service rates is payable to men called out. Men undergoing training are not eligible for this allowance.

(2A) Men called out in the event of war are to be credited with clothing gratuities as laid down in Article **46,** Clause 2.

(2B) When called out for active service each man—provided he is medically fit—will, on joining his ship, be credited on the ledger with a bounty of £5. This bounty will only be payable to men who are actually in the Reserve on the date of the Royal Proclamation calling out the Reserve.

(3) *Marriage Allowance.*—Marriage Allowance on the same scale as for the Royal Navy is payable for the legal wives and/or legitimate children (including step-children but not adopted children), of Royal Naval Volunteer Reserve ratings of 25 years of age or over, undergoing Naval training for not less than seven days, or when called out for active service. (*For detailed regulations see Article* **1767,** *particularly Clauses* 2 *and* 3, *and Appendix III, Part IIC, King's Regulations and Admiralty Instructions.*)

(3A) *Periods of Training of Three Weeks or less.*—Where the period of training is not to exceed three weeks, Form S. 1,031 (application form for Marriage Allowance for Reservists undergoing drill or training) is to be used, containing :—

(i) A declaration from the Commanding Officer as to the man's attendance for drill or training during a specified period.

(ii) An application by the man for Marriage Allowance, to be accompanied by his Marriage Certificate, his Birth Certificate and the full Birth Certificates of his children (if any).

(iii) A certificate, to be signed by a responsible person, to the effect that the wife and children are alive and normally resident with the man.

This form, after the completion of the declaration mentioned at (i), should be handed to each man on his discharge, and he should be instructed to complete it on his return home, and then to forward it, together with the necessary certificates, to the Accountant-General of the Navy. Provided that the application is found to be in order, Marriage Allowance will be paid in one lump sum to the man himself.

(3B) *Periods of Training in excess of Three Weeks.*—Where the period of training is to exceed three weeks, men wishing their wives to obtain Marriage Allowance should declare Allotments of at least the minimum rates laid down for the Royal Navy (Appendix III, Part IIC, Scale C, King's Regulations and Admiralty Instructions). On receipt of the Allotment Declaration in office, steps will be taken to award Marriage Allowance as

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in the case of Active Service ratings, and no further action on the part of the man will be required. It is important that Declarations should show the commencing date, and the probable date of expiration of training. "Stop" notices (Forms S. 54, etc.) should be rendered on completion of training, charges in respect of the Allotment being made to the last Thursday on which the man is borne for pay.

(4) *Allotments and Remittances.*—Allotments of pay are permitted (in accordance with the general regulations applicable to Active Service ratings, *see* Articles **1755–1766,** King's Regulations and Admiralty Instructions), only during periods of Active Service, and of training in excess of three weeks.

Every facility for remitting money or obtaining postal orders is to be given to all men embarked for training.

(5) Men who are medically rejected on being called out in time of war or emergency are to be paid the rate of Naval pay appropriate to their ratings by the Accountant Officer of the Division, in respect of the period during which they are detained at Headquarters. Such men are entitled to Naval pay from the date of the issue of their personal summons to join, provided they report within three days (inclusive) of such date. Men reporting later are to be paid from date of reporting. In addition to pay, lodging and provision allowances may also be paid if the men are not provided with service accommodation or victualled. The men's signatures are to be obtained on the voucher for payment, which should show the inclusive period during which the men are detained for medical examination, and be forwarded to the Admiralty in support of the entry in the Cash Account.

The period during which the men are borne for pay should be entered in the service columns on page 3 of their Service Certificates.

364.

365. Officers and men undergoing naval training will receive travelling warrants and subsistence as for corresponding ranks and ratings R.N.; this will also apply to Officers and men under instruction at rifle ranges or at boat drills.

(2) It is important to note that Officers and men of the R.N.V.R., including Officers and men on List II., are entitled to travelling expenses on discharge back to the headquarters of their Division or Sub-Division, or some other place not more distant, and not back to their homes, unless their homes are not more distant than the headquarters of their Division or Sub-Division.

366. When Officers and men undergo training in peace time in H.M. Ships or R.N. Establishments, the prescribed period (*e.g.*, 14 days, 28 days, etc.) for which they are ordered to be borne on Ships' Books is not to be exceeded.

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(2) Pay is to commence from the date of arrival on board one of H.M. Ships or at one of H.M. Naval Establishments and to continue, subject to Clause (1), to date of discharge inclusive, irrespective of whether the Officer or man arrives or is discharged before or after noon.

(3) Should it happen that the ship which an Officer or man has been ordered to join has sailed before the Officer or man reaches the port, he may be paid from the date of such arrival, provided that failure to join be due to no fault of his own and that he reports himself to the nearest local Naval authority without delay.

(4) Officers and men will travel to and from the Headquarters of their Sub-Division and be victualled at the public expense according to Naval regulations.

(5) Normally the rule in Clauses (2) and (3) above will ensure that Officers and men receive pay at Naval rates for the time occupied in travelling; any exceptional cases in which this is not ensured, or any cases in which it is considered necessary to bear Officers or men for longer than the prescribed periods, should be reported without delay to the Admiral Commanding for instructions. Full particulars should be given as to the necessity for any abnormal time occupied in travelling or for any extension of the prescribed period.

367. Accounts of Reserve Officers and men when borne on Ships' books are to be shown on separate lists and sub-Divisions of lists from those of R.N. ranks and ratings. These accounts are to form separate sections of the Ledger and are to be left unattached to the rest of the Ledger on its transmission into Office.

A separate index, to include both Officers and men, should be made out for the Reserves section of the Ledger.

R.F.R. ratings are not to be included in the section comprising the R.N.R. and R.N.V.R. personnel.

368.

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371.

Health and Unemployment Insurances.

Health Insurance.

372. R.N.V.R. ratings are to be regarded for Health Insurance purposes as in civil employment whilst undergoing training or voluntarily serving during manœuvres, provided that prior to joining for such training, &c., they were insured persons as civilians.

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(2) They should be instructed to bring with them when attending for training, &c., the Health Insurance cards used by them in civil life, and stamps of the statutory values are to be affixed for the period of training, &c.

(3) For Health Insurance the ordinary employed rate is 10*d.* in Great Britain and 8*d.* in Ireland, but if a resident of Ireland is a member of the Seaman's National Insurance Society the rate in his case is 10*d.*

These rates apply during training, whatever rates of contribution have been paid in civil life, and the full cost of the stamps issued at these rates will be borne by naval funds, no portion being chargeable against the man. If a man is a voluntary contributor, he himself is responsible for any additional payments required.

National Health Insurance stamps corresponding in value to the rates mentioned are to be affixed in respect of every Monday for which a man is borne for pay, and in addition for fractional portions of a week in like manner and subject to the same conditions as the contributions are made for active service Seamen and Marines, *e.g.*, the fractional portion of the week in which a man re-enters from Prison, Civil Power, &c.

(4) During the period of training, &c., the cards of insured men should be kept in the custody of the Accountant Officer, who will be responsible for their security.

If a man is transferred to another Ship or Establishment, his card is to be attached to his pay documents.

Care is to be taken to prevent the loss of any cards, as it is imperative that they should be returned to the men on their return to civil employment; but in any case where cards cannot be handed to the men they should, when stamped for the necessary period, be forwarded to the Accountant-General of the Navy.

(5) Stamps of the relative value for the periods borne are to be affixed to the cards on the following occasions :—

(*a*) On discharge to another Ship or Establishment, or to the shore.

(*b*) On men being marked "Run," "D.D." and on discharge to Prison, Detention Quarters or Civil Power.

(*c*) At the end of every quarter, before the ledger or other pay document is closed.

(6) Men joining from the shore without Insurance Cards are to be called upon to declare, on one of the forms provided on Form S. 1035, whether or not they are insured persons as defined in paragraph 1.

If they sign the first declaration on that form, the necessary stamps are to be issued in respect of them and affixed to Emergency Insurance Cards, supplies of which are to be obtained at the local post offices, or, when the men are insured in a different country from that in which they are under training, from the National Health Insurance Commission of the country

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in which they are insured. The same procedure is to be followed when the period of training extends beyond the currency of their cards and fresh cards cannot be obtained in time. In no case are stamps to be affixed to a man's card when the period of its currency has expired.

If they sign the second declaration on Form S. 1035 no stamps are to be issued in respect of them. This declaration will be signed by two different classes of men, viz. :—

(1) Those who, though "employed" in civil life within the meaning of the National Insurance Act, are exempted from insurance. Every such man possesses an Exemption Book, and if he produces it, a notation is to be made in it of the period of training and the ship in which trained.

(2) Those who are excepted from insurance, *i.e.*, those who in civil life are not "employed" within the meaning of the Act. Such men do not possess Exemption Books, but their declarations on Form S. 1035 are to be accepted.

Forms S. 1035 (bearing additional notations as to men's official numbers and the inclusive dates of drill or training) are to be forwarded into Office as enclosures to the ledger or pay list on which the men are first entered for pay.

(7) Men uninsured as regards health are to be distinguished on the ledger and all pay documents, by the letter "U" in red ink being inserted beneath their names. Where, however, a man is not so distinguished on his transfer pay documents, and he is unable to produce his Insurance Card, immediate reference as to the facts of his case and the disposal of his card, if any, is to be made to the last ship in which he was borne.

Unemployment Insurance.

(8) The scheme of insurance against unemployment embodied in the Unemployment Insurance Act, 1920, applies generally to all civilians of the age of 16 and upwards falling within the National Health Insurance scheme, with certain exceptions, *e.g.*, agricultural and domestic service are not included. Persons not in an excepted employment may claim exemption under certain conditions and, if their claim is admitted, are granted an Unemployment Insurance Exemption Certificate.

It is provided in the Act that where a man of the Naval Reserves is being trained and is in receipt of pay from naval funds, and was normally before his training an employed person within the meaning of the Act (*i.e.*, not in an excepted employment or not in possession of a certificate of exemption), he shall be deemed while so training to be an employed person in the service of the Crown.

As in the case of Health Insurance both the employer's and employee's contribution will be paid from naval funds, no contribution being exacted from the men during their training,

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&c. Unemployment Insurance stamps are accordingly to be affixed to the Unemployment Books of all insured Volunteers for each calendar week of training at the rates promulgated from time to time in Admiralty Fleet Orders.

A calendar week means the period from midnight on one Sunday to midnight on the following Sunday.

The first employer during the week is liable to pay the contribution due for that week. Where, therefore, a Volunteer is entered for training, &c. later in a week than Monday, and has been in civil employment during the week, his book should have been stamped for that week by his employer, and men are to observe that this has been done; if, however, the man was not in employment prior to training, a stamp of the value required for the full contribution due for the week should be affixed on entry.

In the cases of persons holding an Exemption Certificate the employer is still liable to pay his share of the contributions. Exempt persons are not provided with an ordinary Unemployment Book, but must obtain an Unemployment (Exempt Persons) Book, and where a Volunteer produces one of these books, stamps should be affixed for each calendar week of training at the rates promulgated from time to time in Admiralty Fleet Orders.

(9) Clauses 4 and 5 relative to Health Insurance Cards apply also to Unemployment Books.

(10) In the cases of (*a*) men in an excepted employment and (*b*) men in possession of a certificate of exemption, the following notations are to be made against their names on the ledger or pay list on which they are first entered for pay :—

(*a*) "U.I. - - - - - Excepted."
(*b*) "U.I. - - - - - Exempt."

National Health and Unemployment Insurance Stamps.

(11) Supplies of National Health and Unemployment Insurance stamps of the values that may be required are to be obtained from the local post offices. On receipt and whilst on charge they are to be regarded as public money in the same manner as postage stamps. Their expenditure is, however, to be claimed separately in the Cash Account once a month, and brought to account as a charge to the pertinent head of the Naval Vote under which provision is made for the men's pay. The numbers of the several denominations of stamps issued are to be given separately on the Cash Voucher.

The values of the National Health and Unemployment Insurance stamps on charge are to be distinguished from each other and from the value of the postage stamps on charge, both in the Cash Balance Book (Article **1802** of the King's Regulations) and in the "Statement of Balance of Public Money transferred to next Account" on the front of the Monthly Cash Account (Form S. 29).

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On paying off at home, the National Health and Unemployment Insurance stamps on charge are to be transferred to the Accountant Officer, Royal Fleet Reserve, at Portsmouth, Devonport, or Chatham, and his receipt obtained in the usual manner.

(12) Every adhesive stamp affixed to a Health Insurance Card or Unemployment Book is to be cancelled at the time of affixing by writing in ink, or stamping with a metallic die with black indelible ink, the date across the face of the stamp.

Care should be taken not to affix an Unemployment Insurance stamp to a Health Insurance Card or *vice versa*.

Bounties for Drill, etc.

373. Annual bounties on the scales shown below will be granted to cover out-of-pocket expenses incurred by men carrying out their R.N.V.R. drills and training. The year for this purpose extends from 1st November to the 31st October, *vide* Article **220.**

Scale I.—Payable to men enrolled in the R.N.V.R. before the 19th January, 1926, up to the end of their current enrolments.

Scale II.—Payable to men enrolled or re-enrolled in the R.N.V.R. on and after the 19th January, 1926.

	Scale I.	Scale II.
	£ s. d.	£ s. d.
(1) Seamen, Signalmen and Telegraphist Ratings (except Ordinary Seamen, Youths and Buglers, *see* below).		
(*a*) 1*s.* per drill to each man up to a maximum of 50 drills per annum - - - - - -	2 10 0	2 10 0
(*b*) On qualifying or requalifying in a special branch and yearly thereafter during each period of service, so long as the man requalifies from time to time, as may be required by the Regulations. (*See also* Clause (2) (*b*)) - -	0 10 0	0 10 0
(*c*) On completing the prescribed training afloat or in a Naval Establishment, and each year subsequently so long as training is not in arrear - - - - - - - - -	1 0 0	—
(*d*) On completing 50 drills for the year, qualifying or requalifying in a special branch, and on completion of the prescribed training afloat or in a Naval Establishment; to be paid yearly during each period of service so long as the man requalifies from time to time, as may be required by the Regulations and his training is not in arrear - - - -	1 0 0	—
Maximum per man per annum - -	£5 0 0	£3 0 0

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	Scale I.	Scale II.
	£ s. d.	£ s. d.
(2) Ordinary Seamen :—		
(*a*) 1*s.* per drill to each man up to a maximum of 50 drills per annum	2 10 0	2 10 0
(*b*) On passing the examinations referred to in Article **176,** Clause 1 (*e*), or Article **177,** Clause 1 (*e*), and annually thereafter up to the end of his first four years' engagement, although he may in the meantime have been rated Able Seaman, Signalman, or Telegraphist, and not have qualified in the appropriate "special branch." The allowance is not payable, however, to Able Seamen and equivalent ratings who have qualified in a "special branch" in addition to the bounty of 10*s.*, for which they are eligible on that account (*see* Clause 1 (*b*))	0 10 0	—
(*c*) On completing the prescribed training afloat or in a Naval Establishment and each year subsequently so long as training is not in arrear	1 0 0	—
Maximum per man per annum	£4 0 0	£2 10 0
(3) Youths and Buglers :—		
1*s.* per drill to each rating up to a maximum of 50 drills per annum	2 10 0	2 10 0
Maximum per man per annum	£2 10 0	£2 10 0
(4) Other ratings :—		
(*a*) 1*s.* per drill to each man up to a maximum of 50 drills per annum	2 10 0	2 10 0
(*b*) On completing the prescribed training afloat or in a Naval Establishment, and each year subsequently so long as training is not in arrear	1 10 0	0 10 0
(*c*) On completing 50 drills and having completed the prescribed training afloat or in a Naval Establishment so long as the prescribed training is not in arrear	1 0 0	—
Maximum per man per annum	£5 0 0	£3 0 0

(5) *General Instructions.*

(*a*) The Bounty of 1*s.* per drill is payable for any number of drills within the authorised maximum, and in respect of broken periods in the years in which a man is entered in or discharged from the R.N.V.R.

(*b*) Although each day of voluntary training afloat, or in a Naval Establishment, is regarded as equivalent to two drills for the purpose of rendering ratings "efficient" (*see* Article **213,** Clause 3), it does not reckon towards the Bounty of 1*s.* per drill.

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(*c*) With reference to the stipulation respecting requalification in Clause 1 (*b*) above, the men concerned are expected to requalify in their non-substantive ratings or " special branch " as soon as possible; but the 10*s*. Bounty already earned by qualification in a non-substantive rating or " special branch " (qualification in a non-substantive rating being regarded for this purpose as equivalent to qualification in a " special branch ") may continue to be paid to men who have not so requalified, subject to the approval of the Commanding Officer of the Division, up to and including the third year of the period of enrolment in which requalification is due. Payment will not be made in respect of the last year of that period, or subsequently, unless the man has requalified.

(*d*) Men who hold confirmed non-substantive ratings obtained under the conditions applicable to the R.N. (*see* Article **168**) are regarded as " qualified in branch " and eligible for the Bounty of 10*s*.

(*e*) The Bounties provided for in Clauses 1 (*c* and *d*); 2 (*c*); and 4 (*b* and *c*), are forfeited absolutely if training is not completed by the end of the current period of enrolment.

(*f*) The Bounties provided for in Clauses 1 (*d*) and 4 (*c*) are dependent upon compliance concurrently with all the conditions laid down.

(*g*) List II ratings are not eligible for Bounty.

374. Claims for the payment of Bounty are to be submitted on Form R.N.V.2 as soon as practicable after the 1st November, the instructions for the preparation thereof being carefully observed in every particular.

(2) Payment of the sums due will be authorised in due course by the Accountant-General of the Navy, and no payment is to be made without such express authority being first obtained, nor is any payment to be made in excess of that authorised.

(3) Payment is to be effected out of the Public Moneys in the custody of the Accountant Officer and brought to account in Cash Account No. 1. Should the balance of cash held be insufficient to meet the payments, a requisition for the sum expected to be required is to be made as provided in Article **312.**

(4) Payment is to be effected in every possible case as early as practicable after the receipt of the authority to pay.

(5) Payments made during Christmas Quarter are to be supported in Cash Account No. 1 by a Certificate, signed by the Commanding Officer and the Accountant Officer, certifying the amount so paid. On the 31st March the Final Certificate on page 1 of the Form R.N.V. 2 is to be completed, the amounts inserted in respect of Christmas Quarter agreeing with the Certificate already rendered, and the form is then to accompany

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the Cash Account No. 1 for Lady Quarter, in support of the payments made.

(6) Thereafter no further payment is to be made without obtaining fresh authority in each case from the Accountant-General of the Navy. Any such payment when authorised must be supported in the Cash Account by the receipt of the man concerned.

SECTION II.

Travelling Expenses.

375. R.N.V.R. ranks and ratings when proceeding to and from training will be granted subsistence at the following naval rates :—

Rank or Rating in the R.N.V.R.	Whenever Absent a Night, or for every 24 Hours of Absence.	Above 9 Hours and not Absent the Night.	Above 5 but under 9 Hours.
	£ s. d.	£ s. d.	s. d.
Captains, Commanders and Officers of corresponding rank	1 5 0	0 12 6	5 0
Lieut.-Commanders, Lieutenants and Officers of corresponding rank	0 18 9	0 9 4	3 9
All other Officers	0 15 0	0 6 3	2 6
Petty Officers and Seamen when travelling singly	0 7 6	0 3 9	1 6

(2) Claims for travelling expenses incurred in proceeding to undergo training, &c. will be dealt with by the ship or establishment which they join.

(3) Claims for travelling expenses incurred in returning to their headquarters on completion of training are to be forwarded on Form S. 542 to the Accountant-General of the Navy. (*See* Article **265.**)

(4) Travelling expenses in connection with training are only allowable as from the headquarters of the sub-division and return thereto.

376. Claims for repayment of travelling expenses incurred by Officer Instructors on duty are always to bear the signature of the Commanding Officer of the Division as the authorisation of the duty.

377. The travelling arrangements for ranks and ratings proceeding to and from training are to be made in accordance with Article **265.**

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378. Books of Railway Warrants and Meal Order Forms (A.G. Forms 800 and 899) will, on application to the Accountant-General of the Navy, be supplied to the Officer Instructors. These warrants are to be used for railway and other journeys by Officer Instructors and Petty Officer Instructors travelling on duty, and for R.N.V.R. ranks and ratings proceeding for training; when railway or other fares are paid an explanation is to be given why warrants were not used.

379. *Travelling Expenses and Conveyance of Furniture.*—On appointment a Petty Officer Instructor will be allowed a Travelling Warrant for himself, his wife and children, and also conveyance of furniture, etc., not exceeding 60 cwt., by rail at Government rate between his place of residence in Great Britain or Ireland and his place of appointment, provided he is eligible for the removal concession laid down in King's Regulations and Admiralty Instructions, Article **1665.** Otherwise similar expenses will be allowed with the exception that conveyance of furniture, etc., not exceeding 35 cwt. only will be allowed.

On the termination of the appointment he will be allowed a Travelling Warrant for himself, his wife and children, and also conveyance of furniture not exceeding 35 cwt. (or, in the case of men appointed as Instructor prior to 5th November, 1926, and eligible for the concession under Article **1665,** King's Regulations and Admiralty Instructions, of furniture not exceeding 60 cwt.) by rail at Government rate to any place within Great Britain or Ireland, provided the full period of the appointment is completed or the pensioner is removed before its expiration from causes not within his own control.

(2) Shipkeepers or caretakers appointed to R.N.V.R. Divisions will be allowed the actual reasonable travelling expenses of themselves and of their wives and children, also conveyance of furniture, etc., not exceeding 35 cwt.,

(*a*) on taking up the appointment,

(*b*) on termination of appointment provided the appointment is held for not less than three years or is terminated earlier for reasons beyond the man's own control.

(3) The term "children" is to be understood to include sons under 16 years of age, unmarried daughters dependent on and residing with their fathers, and sons over 16 years of age who, by reason of physical or mental infirmity, are necessarily dependent on their parents.

380. The fares of officers and men attending drill or travelling on divisional duty are chargeable at the same rates as the fares paid by the Admiralty in respect of Naval passengers, but expenses in this connection are to be borne by the individual travelling or by Divisional Funds, Army Form 201A being used

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for movement of large parties, and Army Form 201C for individuals and small parties (*see* Article **302**). These rates are as follows :—

(1) *In Great Britain.*

(*a*) If less than 150 in number.

To be charged three-fourths of the fare charged to private passengers for the *single* journey by ordinary train, in the respective classes of carriages specified in the warrant.

(*b*) If 150 persons or more in number.

The first 150 to be charged three-fourths, and the remainder one-half of the fares charged to private passengers for the single journey by ordinary train. If the number of officers included in the party is four or less, they should be included in the first 150, any number in excess of four being charged for at half rate.

Return warrants will be accepted and double journey tickets issued in exchange at double the fares quoted at (*a*) and (*b*) above, except where return tickets are issued to the public at a lower fare, in which case the cost of the tickets will be assessed at such lower rates.

(2) *In Ireland.*

Officers - - - - - -	2*d.* per mile.
Men - - - - - -	1*d.* ,,

Plus the following percentages :—

	Officers. *Per cent.*	*Men.* *Per cent.*
(*a*) Between stations in Northern Ireland - - - -	50	75
(*b*) Between stations in the Irish Free State - - -	75	75
(*c*) Between stations in the Irish Free State and stations in Great Britain - - -		
(*d*) Between stations in Northern Ireland and stations in Great Britain - - -		

Subject to the condition that in no case are the rates charged by the railway companies to exceed those which would be charged to the public in similar circumstances.

In the case of traffic between stations in Ireland and stations in Great Britain, the above rates and increases apply only to the Irish portion of the journey, the charge for conveyance in Great Britain being as detailed in paragraph 2 (1) of this Article.

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Charges in respect of baggage, stores, etc., conveyed at the public expense in connection with movements of Naval Officers and men by rail, will be assessed on the following basis :—

(1) *Great Britain.*

Personal Luggage.

1st class passengers - - -	1 cwt. free.
Other passengers - - -	56 lbs. free.

The charge for excess weight is not to exceed two-thirds of that which would be made to the public.

A.G. Form No. 818 should be used.

Public Baggage, Stores, etc. (including furniture and effects).—2*d.* per ton per mile plus 50 per cent., station to station, the total charge, however, in no case to exceed that which would be made to the public.

Assistance in loading and unloading is to be given by members of the party travelling, when available.

(2) *Ireland.*

Personal Luggage.

Officers - - - - - -	1 cwt. free.
Men - - - - - - -	56 lbs. free.

The excess weight is to be paid for at not more than $\frac{1}{2}d.$ per lb. plus the following percentages :—

(*a*) Between stations in Northern Ireland—75 per cent.

(*b*) Between stations in the Irish Free State—75 per cent.

(*c*) Between stations in the Irish Free State and stations in Great Britain—75 per cent.

The charges for excess personal luggage should be paid by the passengers at the time of booking, no special form being required for this purpose.

NOTE.—In respect of Londonderry and Lough Swilley and Letterkenny, the additional percentage is 50.

Public Baggage, Stores, etc.—The rates chargeable are not to exceed 2*d.* per ton per mile plus the following percentages :—

(*a*) Between stations in Northern Ireland—100 per cent.

(*b*) Between stations in the Irish Free State—100 per cent.

(*c*) Between stations in the Irish Free State and stations in Great Britain—100 per cent.

(*d*) Between stations in Northern Ireland and stations in Great Britain—75 per cent.

In no case, however, must the total charge exceed that which would be made to the public.

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Assistance in loading and unloading is to be given by members of the party travelling, when available.

The increases shown above in respect of traffic between stations in Ireland and stations in Great Britain apply only to the Irish portion of the journey, the charges for conveyance in Great Britain being as detailed above.

Payments in respect of forms A.B. 201A and A.B. 201C will be made by Divisional Headquarters, to whom accounts will be sent by the railway companies. Care should be taken by the officers issuing these forms to show clearly, in the space provided on the forms, the address to which the railway company's account is to be sent.

381.

SECTION III.

Medical Treatment and Compensation for Injuries.

382. Officers and men will, if killed or drowned on duty, while under training in H.M. Ships or R.N. Establishments, or when called out for Active Service in the Royal Navy, come under the same Regulations as regards pensions and allowances to their widows and children, as if they belonged to the Royal Navy.

(2) Applications for pensions and allowances as above are to be made to the Admiralty.

(3) In the event of an Officer or man sustaining a wound or injury on duty, for which a Hurt Certificate is granted, or being invalided for a disability attributable to the conditions of service, while embarked for training, or when called out for Active Service, he is under the same restrictions and conditions as in the Royal Navy to be continued on full pay until cured or discharged to pension or gratuity.

Men discharged to pension or gratuity in the above circumstances will be granted the rate of disablement pension or gratuity allowable to a naval rating for a similar wound, injury or disability, and, when the wound, injury or disability is sustained during mobilised service, the pension or gratuity will be supplemented by any additions allowable in respect of time served, or rank held, during such service.

Men who are invalided from mobilised service for disability not attributable to the Service will be eligible for the award of a gratuity, in respect of each complete year of mobilised service rendered, at the rate allowable to Naval ratings in similar circumstances.

(4) Officers and men not serving as above injured at drill or on Divisional duty may be treated in Naval Hospitals at the cost of the Admiralty, or may receive a grant in aid of private medical expenses as shown in Article **384.** The usual Hurt Certificate should be prepared in such cases.

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383. An Officer who is shown to the satisfaction of the Admiralty to be suffering from disability, arising from injury or illness which is attributable to the performance of authorised drill, will be entitled to treatment in a Naval Hospital, medical attendance, or reimbursement of such medical expenses as the Admiralty may consider reasonable and necessary, but in no case exceeding what would be allowed to a Naval Officer of corresponding rank in similar circumstances.

(2) Should the injury or illness disable him from pursuing his civil employment, and thereby cause him to suffer pecuniary loss, pay at the rate of his rank may, at the discretion of the Admiralty, be granted to him for a period not exceeding six months.

384. A sum not exceeding 6*s.* a day may be granted at the discretion of the Admiralty to a R.N.V.R. rating who may be injured while undergoing drill, or while under training in H.M. Ships or Establishments, and rendered incapable of resuming his civil employment, and thereby caused to suffer pecuniary loss. The injury is to be reported at once to the Admiral Commanding, and a Hurt Certificate signed by the Commanding Officer, a Medical Officer, and an eye-witness of the accident (to be an Officer when possible) should accompany the report.

(2) A similar allowance may be paid to a R.N.V.R. rating who is incapacitated by illness proved to the satisfaction of the Medical Director-General of the Navy to have been contracted in or by the performance of drill or training, and thereby caused to suffer pecuniary loss, but no claim will be allowed which is not preferred within 12 months of the drill or training in question.

(3) In cases where, although the man is able to follow his trade or calling, medical attendance is necessary in consequence of the injury or illness, his actual medical expenses up to a maximum of 6*s.* a day may be repaid; but if entitled to medical benefits under the National Insurance Act, only expenses necessarily incurred outside the scope of the Act will be repaid.

(4) This sum of 6*s.* a day represents the maximum liability admitted by the Admiralty, in settlement of all claims under this regulation, both for compensation for pecuniary loss under Clauses 1 and 2 and for medical expenses under Clause 3. No payment will be made in respect of any period during which the man may have been borne on the books of one of H.M. Ships for pay or subsisted in a Naval Hospital or Sick Quarters, and the allowance will be subject to deduction in respect of any expenses paid directly by the Admiralty for medical attendance, conveyance by ambulance, or other services.

(5) The allowance is limited to the period during which the man is shown to have been unable to follow his occupation, or in cases arising under Clause 3 above to the period during

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which medical attendance is necessary, and will not be paid in any case for a period exceeding six months.

(6) In cases where injury is sustained by men whilst engaged in exercises or sports forming part of the training of an "efficient" Volunteer, although not on occasions of duty, drill or training, applications for compensation may be forwarded for consideration; but any allowance granted will be limited to a maximum of 3*s*. 6*d*. a day for a period not exceeding three months.

385. Applications for pay or allowances as above are to be forwarded to the Accountant-General of the Navy immediately the Officer or man is able to resume his civil employment and are to contain the following information :—

(*a*) The actual period for which the claimant was incapacitated from following his civil employment (supported by a Medical Certificate).

(*b*) Nature of civil employment and rate of wages.

(*c*) Whether he suffered any pecuniary loss whilst so incapacitated; if so, particulars of such loss are to be given, supported by Certificates from the claimant's employers, etc., detailing the period affected and the pecuniary loss sustained in respect of such absence from duty.

(*d*) Whether his injury was treated at a Naval Hospital or Sick Quarters, or by an Admiralty Surgeon and Agent, or by whom.

(*e*) If treated by a Civil Practitioner, the amount of the expenses incurred, supported by a receipted bill.

386. When undergoing training or courses of instruction of less than three months' duration—

(*a*) Officers are not entitled to pay during periods of sickness whether absent from the Ship or Establishment or not.

(*b*) Time during which Officers are in Hospital or unable to attend instruction owing to sickness (except in cases coming under Article **382**) is not to count towards the period of training, but should they so desire, Officers may be retained to complete the full time under actual training or instruction for which they were originally appointed.

(*c*) During the period for which, on account of sickness, Officers are not in receipt of pay and allowances they should not be required to pay Mess Subscription, but may be victualled from the Sick Mess if necessary.

387. When appointed for training of three months' duration—

(*a*) Officers who fall sick may, at the discretion of the Admiralty, be retained on full pay for a period of

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42 days from date checked sick, or to the date of the termination of the period of training, whichever be earlier.

(*b*) In the event of illness attributable to the service, as a general rule, not more than 42 days' absence from duty owing to sickness (including periods on the Sick List on board) will be allowed to count as part of the period of training.

(*c*) In the event of the illness being due to causes within an Officer's own control the maximum period allowed to count will be 21 days.

388. Men suffering from ailments which do not interfere with the course of training are to be medically treated as necessary and allowed to continue training, but men who are placed on the sick list and unfit to carry out their training are to be dealt with under Article **388A.**

(2) Whenever a man is placed upon the sick list and is unfit to carry out his training, a notation to that effect is to be made in the remarks column of the ship's ledger.

388A. Men sent to Hospital or Sick Quarters while under training or placed on the Sick List and unable to continue their training, except for injuries received on duty (Article **382,** Clause (3)), or for illness due to their own misconduct or imprudence (Article **388C**), may be excused training and credited with pay as follows :—

(*a*) Men undergoing training for one month (30 days) or less - - - seven days.

(*b*) Men undergoing training for more than one month, but not more than two months (61 days) - - - - - fourteen days.

(*c*) Men undergoing training for more than two months, but not more than three months (91 days) - - - - twenty-one days.

(*d*) Men undergoing training for more than three months, but not more than four months (121 days) - - - twenty-eight days.

(*e*) Men undergoing training for more than four months, but not more than five months (151 days) - - - thirty-five days.

(*f*) Men undergoing training for more than five months, but not more than six months (182 days) - - - - forty-two days.

(2) When a man has been in hospital or Sick Quarters or on the Sick List in excess of these periods he is to be discharged from ship's books "D.S.Q.," but if subsequently cured may be re-entered for the number of days necessary to complete the period of actual training for which he embarked, less the number of days sick with pay.

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(3) No man is to receive pay for more days in all than he would have received had he not fallen sick, *e.g.*, a man embarked for 28 days' training on the 7th January, who became sick and unable to carry out his training from p.m. on the 13th, until p.m. on the 22nd *idem*, should be credited with pay from the 7th to the 20th of the month and then "D.S.Q." He should subsequently be re-entered for pay from the 23rd January to the 5th February, thus being actually paid for a period of 28 days only.

388B. Men injured on duty who are cured and retained in the Reserve are to be excused training for the period they are in hospital or Sick Quarters and such period is to count as training. The case of any provisional ratings who have been sick for so long a period as to prevent their qualifying for confirmation is to be specially referred to the Admiral Commanding.

(2) No Insurance Contribution should be made in respect of any period a man may be retained in Hospital beyond the date of the expiration of his period of training.

388C. Men whose illness is due to their own misconduct or imprudence are to cease pay from the date on which they fall sick. If they are unlikely to be fit for training—

(*a*) within seven days as regards men undergoing training for one month or less;

(*b*) within fourteen days as regards men undergoing training for more than one month, but not more than two months;

(*c*) within twenty-one days as regards men undergoing training for more than two months, but not more than three months; and

(*d*) within twenty-eight days as regards men undergoing training for more than three months;

they are to be discharged to the shore at once or as soon as fit to travel. Travelling Expenses on discharge will not be allowed.

(2) Whether discharged to the shore or not they will be required to complete the full period of training, those discharged re-embarking at their own expense within a year.

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Chapter XVII.—Stores, Repair, Maintenance, &c., of Drill Ships and Establishments.

SECTION I.

General, and Maintenance of Drill Ships and Shore Establishments.

390. The Commanding Officer of each Division is responsible for all stores which are supplied by Government for the use of the Division; and the keeping of accounts and the rendering of the same to the Commanding Officer are to be carried out by the following officers :—

All Naval and Naval Armament Stores issued to a Division whether at Divisional Headquarters or at Outlying Units - - - - - - -	The Officer Instructor of the Division.
All Clothing, Victualling, and Accountant Officer's Stores - - -	The Accountant Officer of the Division.

(2) The Officers Commanding Outlying Units are responsible to the Commanding Officer of their Division for the proper custody and preservation of the arms and stores entrusted to them.

(3) A list of accounts to be rendered is given in Appendix E.

391. The expense of upkeep of any ship or shore establishment exclusively appropriated by the Admiralty to the use of any Division will be borne by the Admiralty.

392. An examination of all Government stores will be made as necessary by Officers deputed by the Admiral Commanding.

393. When arms or stores, &c., belonging to the Royal Naval Volunteer Reserve are housed in a ship, hall, or other place approved by the Admiralty, no liability to make good loss or damage by fire (except in cases of neglect or carelessness, or an offence under the Regulations) will rest on the Commanding Officer.

(2) Arms and ammunition are to be stored in accordance with Admiralty instructions.

394. All Naval and Naval Armament Stores allowed by establishment properly expended will be renewed or replaced by the Admiralty.

395. The Division will be held responsible for any breakages, loss, or deterioration of mess traps due to carelessness or neglect of any member.

396. Stores considered unserviceable are to be surveyed, under the authority of the Commanding Officer by the Officers

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mentioned in Article **405,** Clause 6, the report being forwarded to the Admiral Commanding on Form S. 330; instructions as to their disposal will then be given.

(2) In the case of boats or other important stores, application should be made to the Admiral Commanding for Surveying Officers to be detailed.

397. All demands for Naval and Naval Armament Stores are to be made in accordance with the instructions contained herein.

(2) Demands for articles of kit prescribed in Appendix D should be made out on the forms in use in the Royal Navy and forwarded to the Superintendent, Royal Victoria Yard, Deptford. (*See* Article **45.**)

(3) Special demands for stores in excess of establishment in all cases should be forwarded to the Admiral Commanding.

(4) All demands for Naval and Naval Armament Stores are to be signed by the Officer Instructor, and for Victualling and Clothing Stores by the Accountant Officer, and are to be approved by the Commanding Officer of the Division or outlying unit.

(5) In transmitting demands for stores, Commanding Officers are to take care that the actual address to which the stores should be sent is fully noted on the demand.

398. In order that provision may be made in the Navy Estimates for such alterations and additions as may be approved, the following procedure is to be carried out :—

Drill Ships.

(*a*) The Commanding Officer is to forward a list of approved and proposed alterations and additions to reach the Admiral Commanding Reserves by 1st August in each year. The list is to be typed in hectograph ink in letter form. Items are to be numbered in accordance with the instructions in A.F.O. 2274/23.

(*b*) In submitting the list, the Commanding Officer is to remark on the items which are considered to be of paramount importance and is to draw attention to those items which have already been partially completed either by Dockyard, Contract or Ship's Staff, stating the percentage of work done.

(*c*) When the list has been considered by the Admiralty, the Superintendent of the Dockyard or Technical Officers (Article 398A) concerned and the Commanding Officer will be informed of the items which it is proposed to carry out during the next refitting period.

(*d*) If the work is to be carried out by Dockyard, estimates are to be forwarded by the Dockyard to reach the Admiralty by 1st February, in order that approval may be given in time to enable the work to be taken in hand during the refitting period, *i.e.*, the first quarter in the financial year. If the work is to be done by Contract, tenders are to be obtained at the same time as those for repairs, and similarly forwarded for approval.

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Shore Establishments.

(*e*) The Commanding Officer of the Division concerned is to forward a list of approved and proposed alterations and additions as in paragraph (*a*) to reach the Admiral Commanding Reserves by 1st July in each year in order that the items recommended for approval may be included for consideration in the annual machinery proposals of the Port to which the Division is attached.

(2) Only in very exceptional circumstances may proposals for alterations and additions be forwarded by R.N.V.R. Drill Ships and Establishments at other times and then only if they are considered essential by the Admiral Commanding Reserves, and cannot wait to be included in the next list to be forwarded in accordance with the above.

(3) Instructions as to obtaining tenders and overseeing the execution of the work are laid down in Article **398A**.

(4) *Works Proposals.*—Proposals for new works, or works alterations and additions, in connection with Drill Ships and Shore Establishments are to be forwarded by 1st May to the local Officer in Charge of Works, who will consider and advise in regard to any improvement or modification necessary to each item. On receiving the remarks of the Officer in Charge of Works, final proposals are to be prepared without delay by the Commanding Officer and forwarded to the Officer in Charge of Works. The latter will then forward complete proposals, D. 149, to the Commanding Officer by 1st July for transmission to the Admiral Commanding Reserves, whom they are to reach by 7th July.

R.N.V.R. Drill Ships—Defects.

398A. Where R.N.V.R. Drill Ships are reasonably close to any of H.M. Dockyards, the Commanding Officer should apply to the Superintendent of the Dockyard concerned for any urgent and necessary repairs to be taken in hand by the Dockyard Staff.

(2) Where this is not possible, the following procedure is to be adopted, viz. :—

(*a*) In cases of very urgent defects, *i.e.*, those affecting the safety of the ship, such as leaks of hull, dragging of moorings, breaking of cables, &c., the Commanding Officer is empowered to take the nearest and quickest means of ensuring the safety of the ship without prior higher authority. The nature of the defect, action taken and reasons for same are to be reported at once to the Admiral Commanding Reserves, who will refer the matter to the Admiralty Departments concerned to deal with the question of cost and permanent repairs, &c., if required.

(*b*) In cases of urgent defects, *i.e.*, those affecting the health or well-being of the crew or ratings attending instruction, such as defects in sanitary, water or heating arrangements, or those which if not dealt with promptly

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would result in increased expenditure later, the Commanding Officer should obtain competitive tenders from two or three firms for making good the defects. The lowest tenders are to be proposed for acceptance, if considered fair and reasonable; but if for any reason it is proposed not to accept the lowest tender an explanation should be furnished. If the estimated cost is under £10, telegraphic approval to put the work in hand should be sought, and a report on the matter forwarded subsequently, together with the tenders obtained. The tenders for the defects, the cost of which will exceed £10, should be forwarded to the Admiral Commanding Reserves, who will arrange for the necessary action to be taken.

(*c*) All defects not included in categories (*a*) and (*b*) are to be reported to the Admiral Commanding Reserves.

(3) The repairs to the R.N.V.R. Drill Ships arising from the wear and tear of normal service will be dealt with annually in accordance with the following procedure :—

(*a*) The ships will be examined and specifications prepared during the first quarter of each year by the Technical Officers shown in the accompanying statement, in conjunction with the Officer Instructor of the R.N.V.R. Division concerned.

(*b*) Tenders for the work required to be done will be obtained from competent local firms by the Technical Officers concerned and forwarded to the Admiralty, accompanied by a report as to the reasonableness, &c., of the tenders received. The lowest tenders will be proposed for acceptance, if considered fair and reasonable, but if for any reason it is proposed not to accept the lowest tender an explanation should be furnished.

(*c*) On acceptance of the tenders the Technical Officers will oversee the execution of the work and furnish a certificate as to satisfactory completion before payment is made.

(4) The vessels affected are shown in the following list, together with the Dockyards or Districts to which they are attached for repair purposes, viz. :—

Name of Ship.	Where Situated.	Dockyard or District to which attached for Repair Purposes.
"Eaglet" - -	Liverpool	*Hull.*—Warship Production Superintendent, Mersey District. *Machinery.*— Admiralty Engineer Overseer, Manchester and Liverpool Districts. *Electrical.*—Admiralty Electrical Engineer, Manchester District.
"Flying Fox" and "Mutine."	Bristol	Devonport Dockyard.

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Name of Ship.	Where Situated.	Dockyard or District to which attached for Repair Purposes.
"Helicon," "Satellite."	Newcastle District.	*Hull.*—Warship Production Superintendent, Tyne District. *Machinery.*—Admiralty Engineer Overseer, North of England District. *Electrical.*—Admiralty Electrical Engineer, Newcastle District.
"Irwell" - -	Manchester	As for "Eaglet" at Liverpool.
"Claverhouse" -	Leith	*Hull.*—Warship Production Superintendent, Clyde. *Machinery.*—Admiralty Engineer Overseer, Scotland District. *Electrical.*—Admiralty Electrical Engineer, Glasgow District and Scottish Area.
"President" - -	Thames	*Hull.*—Warship Production Superintendent, Southern District. *Machinery.*—Admiralty Engineer Overseer, London District. *Electrical.*—Admiralty Electrical Engineer, London and Southern District.
"Unicorn" - -	Dundee	*Hull.*—Warship Production Superintendent, Clyde. *Machinery.*—Admiralty Engineer Overseer, Scotland District. *Electrical.*—Admiralty Electrical Engineer, Glasgow District and Scottish Area.
"Carrick" - -	Greenock	*Hull.*—Warship Production Superintendent, Clyde. *Machinery.*—Admiralty Engineer Overseer, Scotland District. *Electrical.*—Admiralty Electrical Engineer, Glasgow and Scottish Area.
"Caroline" - -	Belfast	As for "Eaglet" at Liverpool.

ESTABLISHMENTS AND BUILDINGS ON SHORE—DEFECTS.

399. In order to provide for the prompt execution of urgent repairs arising from violence of weather or other casualties, with regard to which extra expense or danger would be likely to result from the necessary delay in acquainting the District Officer in Charge of Works (but in no other case whatever), Commanding Officers, R.N.V.R., are at liberty to cause the work to be done on their own authority, after obtaining competitive tenders when practicable, provided that the cost will not exceed £5.

(2) The correspondence relating to the works is to be attached to the claims, which are to be forwarded to the Civil Engineer-in-Chief, Admiralty.

(3) No chimney pot is to be renewed at a cost exceeding 10*s.*, exclusive of fixing.

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SECTION II.

Naval Stores.

400. The Naval Stores allowed to a Division are shown in the printed establishment of Naval Stores for the Royal Naval Volunteer Reserve, a copy of which is supplied to each Commanding Officer.

401. Boats of Service pattern will be supplied in accordance with the authorised establishment to each subdivision on demands being forwarded through the Admiral Commanding. They will be equipped for rowing and sailing exercise with all masts, sails, and other necessary gear.

402. Storing Yards for Naval Stores required by the undermentioned R.N.V.R. Divisions and Outlying Units have been allocated as follows :—

R.N.V.R. Division.	Name of Ship or Outlying Unit.	Berth.	Storing Yard.	Accounts to be sent to.
Clyde -	Headquarters	Whitfield Rd., Govan, Glasgow	Sheerness	N.S.O., Sheerness.
	" Carrick "	Greenock	Sheerness	N.S.O., Sheerness.
East	" Claverhouse "	Leith	Sheerness	N.S.O., Sheerness.
Scottish.	" Unicorn "	Dundee	Sheerness	N.S.O., Sheerness.
Tyne -	" Helicon "	Newcastle-on-Tyne	Sheerness	N.S.O., Sheerness.
	" Satellite "	North Shields	Sheerness	N.S.O., Sheerness.
London -	" President "	Victoria Embankment, London, E.C.4	Sheerness	Director of Stores, Admiralty.
Bristol -	" Flying Fox "	Bristol	Devonport	S.N.S.O., Devonport.
	" Mutine "	Newport	Devonport	S.N.S.O., Devonport.
Mersey -	" Eaglet "	Liverpool	Devonport	S.N.S.O., Devonport.
	" Irwell "	Manchester	Devonport	S.N.S.O., Devonport.
Ulster -	" Caroline "	Belfast	Devonport	S.N.S.O., Devonport.
Sussex -	Headquarters	5, Victoria Terrace, Hove	Portsmouth	S.N.S.O., Portsmouth.
	R.N.V.R. Drill Hall	Eastbourne	Portsmouth	S.N.S.O., Portsmouth.
	R.N.V.R. Drill Hall	Newhaven	Portsmouth	S.N.S.O., Portsmouth.
	R.N.V.R. Drill Hall	St. Leonards-on-Sea	Portsmouth	S.N.S.O., Portsmouth.

(2) Demands in triplicate should be sent to a Dockyard and are to be disposed of by the Naval Store Officer as follows :—

Original : To be retained at the Dockyard from which supply is made or forwarded to the Yard to which the Store Accounts are rendered for use in connection with the examination of the accounts.

Duplicate : To be retained at the Dockyard.

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Triplicate : To be forwarded by the Naval Store Officer to the Officer Instructor for use in connection with the Store Accounts.

Quadruplicate : To be retained by the Officer Instructor for reference purposes.

(3) Demands for stores to replace or replenish to established allowances are to be made out annually (in quadruplicate by the carbon process) for each Division (separate demands being made for each Outlying Unit in the Division) on Forms S. 134D and R.N.V. 20, and forwarded not later than the 15th November to the Naval Store Officer of the Dockyard concerned.

The stores will be supplied about 1st February.

(4) Demands for permanent or consumable stores in excess of establishment are to be submitted on Form S. 134D through the usual channel to the Admiral Commanding for consideration, and are to be accompanied by a short report from the Commanding Officer stating the reasons for demanding.

(5) The Commanding Officer of each Outlying Unit is to keep a record of the expenditure of consumable stores, and to furnish a statement of such expenditure to the Officer Instructor of his Division as required. He is to forward demands for annual replacement and replenishment of stores required for such Outlying Unit to the Officer Instructor of the Division early in October so that they may be incorporated in the demands.

403. Local purchases may be authorised of such stores as can be obtained with advantage in this manner, and in such cases tenders should be called for if the quantity warrants.

(2) Before calling for tenders or purchasing, the Commanding Officer is to satisfy himself that the articles demanded are allowed by Establishment, or that the supply, if in excess of Establishment, has been approved.

(3) Only competent firms are to be invited to tender, and, provided the total cost does not exceed £10, the lowest tender may be accepted by the Commanding Officer.

(4) Should the amount exceed £10, or it be proposed to pass over the lowest tender, the Commanding Officer is to transmit all the tenders to the Admiral Commanding, stating on the abstract which tender he proposes for acceptance, or, when applicable, his reasons for not recommending the lowest. It is, however, most undesirable to invite quotations from any firm whose tender—if the lowest—it is not intended to accept.

(5) All tenders must be abstracted on Form $\frac{\text{D. 603}}{\text{S. 607}}$ and the instructions therein are to be followed in inviting and dealing with tenders.

(6) In all cases of purchase the claims are to be paid by the Accountant Officer of the Division; the Contractor's invoice, duly certified as to the receipt of the stores and entry in the Store Account, is to be forwarded as a Voucher to the Cash Account.

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404. An Account, Form R.N.V. 20, is to be kept and rendered by the Officer Instructor of each Division for all naval stores supplied, or purchased, for the use of the Headquarters or Headquarter sub-Divisions of the Division, but a separate set of accounts may be kept for stores supplied for the use of an outlying sub-Division. (*See* Article **402**, paragraph 1.)

(2) A MS. list of the permanent stores supplied as an outfit to each outlying sub-Division is to be kept by the Commanding Officer of the sub-Division; a copy of this list is also to be in the possession of the Officer Instructor.

405. The Store Account (Permanent and Consumable Naval Stores) (R.N.V. 21) is to be closed on a change of Accounting Officer. The remains entered in the accounts are to be those ascertained by actual stocktaking.

(2) The remains are to be carried to a new account, and the closed accounts, with all documents necessary for their examination, are to be forwarded to the Naval Store Officer of the Yard to which accounts are to be rendered (*see* Article **402**, paragraph 1) as soon as practicable.

(3) Losses by neglect are to be separately credited in the Store Account for the period in which they occur, and the credits are to be supported by vouchers prepared by the Officer in charge of the Stores on the established Form (S. 126); no article lost by neglect will be allowed in the Store Accounts unless credit be supported by such voucher.

(4) All losses of stores or materials of any description belonging to H.M. Naval Service known or believed to be due to theft are to be reported to the Admiral Commanding, as soon as possible after the discovery of the loss, whether the articles have been recovered or not, with full particulars of the articles and precise information on the following points:—

(*a*) The circumstances in which the articles were stolen or believed to have been stolen.

(*b*) In whose custody the articles were at the time of the actual or supposed theft.

(*c*) Whether any inquiry was held and with what result.

(*d*) Whether the articles were recovered, and if not, what steps have been taken to recover them.

(*e*) Whether the local police were informed, and if so, with what result. Copies of police statements should be forwarded.

(*f*) Whether any persons are considered to have been negligent within the meaning of Article **1528**, Clause 1 (*c*), King's Regulations and Admiralty Instructions. If so, the names of the persons concerned should be reported.

(5) When valuable and important stores are lost, under any circumstances, special reports are to be forwarded to the Admiral Commanding.

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(6) The stocktaking Officers are to be as follows :—

Annual Stocktaking.

At Headquarters.	At Outlying Units.
The Officer Instructor.	The Officer Instructor.
The Paymaster Commander or Paymaster Lieutenant-Commander.	The Senior Executive Officer of the sub-Division.
The Executive Officer.	A Lieutenant or Sub-Lieutenant of the sub-Division.

Stocktaking on occasion of Change of Officer in Charge of Stores.

Officer giving up charge.
Officer taking charge.
And one other Officer appointed by the R.N.V.R. Committee.

(7) Differences disclosed on all occasions of stocktaking are to be at once reported by the Commanding Officer to the Admiral Commanding, accompanied by an explanation from the Officer responsible for the stores, if the difference cannot be adjusted or cleared up locally.

406. Demands for stationery for the ensuing six months are to be forwarded direct to Keeper of Stationery and Printing, Admiralty, on 1st January and 1st July each year.

(2) The expenditure of stationery is to be kept as low as possible. Only the quantities estimated to be required and not the maximum allowed are to be demanded.

407.

SECTION III.

Naval Armament Stores.

408. The Naval Armament Stores allowed to a Division are shown in the printed establishment of Naval Armament Stores for the R.N.V.R., a copy of which is supplied to each Commanding Officer.

(2) The proportion of ammunition allowed is to be reckoned from the first of April in each year.

(3) As far as possible, all proposals for increase to the Establishment should be forwarded at the same time once in a year, so as to reach the Admiralty by 1st September, the following being shown on separate sheets :—

(*a*) Guns and mountings.
(*b*) Other stores.

409. Each Division will be supplied gratuitously with arms from the Government Stores to the full number of enrolled ratings of the Seamen Class. Upon being called out for actual service R.N.V.R. ratings are to take them to the Naval Depôt to which they may be ordered, but this does not apply to embarkation for training in peace time.

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(2) Before any Government arms can be issued, it is necessary that the Admiralty shall be satisfied that one or more places of security for the custody of the arms have been provided. (*See* Article **393.**)

(3) All rifles, pistols, and side arms are to be kept in an armoury, and not exposed in racks in the drill halls.

The key of the armoury is to be in the possession of the Officer Instructor or other responsible person.

(4) Commanding Officers are to apply on Form S. 1403 for the arms required.

(5) The arms supplied to a Division will be marked previously to their issue, and a request to that effect is to be inserted in the requisition on which the arms are demanded.

(6) No other marks than those on them when issued are on any account to be put on the arms.

(7) All arms issued to the Division remain the property of His Majesty's Government, and the Commanding Officer for the time being is held responsible for their being at all times in a serviceable state, and for their being returned into store, when required, in good condition, fair wear and tear excepted.

410. Great attention is to be paid to the proper cleaning and care of the arms entrusted to the R.N.V.R., and Commanding Officers are to point out to those under their command that rust, if allowed to accumulate on any part of a rifle, must inevitably impair the accuracy and efficiency of the weapon.

(2) The arms are to be deposited after drill in the armouries of the Division or Outlying Unit.

(3) All arms are to be examined at least once in six months by the Commanding Officer, or by Officers appointed by him for that purpose.

(4) Arms requiring repair are to be deposited with the Ordnance Artificer of the Division or with the Petty Officer Instructor of the sub-Division.

(5) All rifles should be parted by an Ordnance Artificer and repaired as necessary at least once in a period not exceeding 18 months (if practicable once a year). The work should be distributed as evenly as possible over the whole period, only such number of rifles being sent to the Ordnance Artificer at one time as can be efficiently dealt with by him.

(6) Repairs of arms found necessary in order to make them serviceable will be executed free of charge if due to fair wear and tear.

411. Every Division and Outlying Unit is required to provide a secure place for the custody of its small-arm ammunition. (*See* Article **393.**)

(2) Every care is to be taken in the conveyance and general handling of ammunition, and the Officer Instructors and Petty

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Officer Instructors are to see that the regulations and customs of the Royal Navy in that respect are strictly adhered to.

(3) No smoking is on any account to be allowed in the vicinity of magazines or cases containing explosives.

(4) No persons are to be allowed to congregate round packages containing explosives.

(5) Packages of explosives are not to be opened either inside a magazine or immediately outside the magazine door.

(6) Sword bayonets are not to be worn by men moving powder.

412. Metal cylinders, or leather cartridge cases, for conveying the surplus ammunition collected from the pouches of Naval Volunteers, under the provisions of Article **230,** will be supplied on demand.

413. No article of equipment is to be returned into store for the purpose of being replaced until it has become thoroughly unserviceable. No articles are to be returned into store on account of being of an obsolete pattern without the authority of the Admiralty.

414. Should any arms or other stores supplied to the R.N.V.R. be lost, destroyed, or injured as a result of neglect or carelessness, the same will be charged to the Division concerned.

415. Gun mountings in Royal Naval Volunteer Reserve harbour drill ships, halls, or batteries, are to be stripped and examined annually by the Officer Instructor of the Division to which they belong, the result being reported through the usual channel to the Admiral Commanding in manuscript. The holding-down bolts of gun mountings are to be examined at the same time, and the result reported in manuscript.

(2) Whenever any serious defects are discovered, a report is to be forwarded immediately to the Admiral Commanding, who will arrange a further examination, if necessary, by a Naval Engineer Officer.

416. The establishment of permanent stores represents a complete outfit, and such stores will only be replaced when worn out, broken, or lost; demands for new articles are to be accompanied by Requisitions for Survey (Form O.2) on the defective articles returned to store, or by an account of their disposal, which are to be duly certified by the Commanding Officer.

417. One set of accounts (Forms S. 1418 and 1423) is to be kept and rendered by the Officer Instructor of each Division for all Naval Armament Stores supplied for the use of the Division, but a separate set of accounts may be kept for Naval Armament Stores supplied for the use of an outlying unit. Instructions as to the method of keeping the accounts are given at the beginning

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of the account forms, and information as to when they are to be rendered is included in Appendix E.

(2) A MS. list of the permanent stores supplied to each outlying unit is to be kept by the Officer Commanding the unit; a copy of this list is also to be in possession of the Officer Instructor.

(3) The Commanding Officer of each outlying unit is to keep a record of the expenditure of Naval Armament Stores and to furnish a statement of such expenditure to the Officer Instructor of the Division, as required.

(4) All losses by neglect must be supported by vouchers on Form S. 126, showing the amounts recovered and the date of the cash account in which the payments are debited.

(5) The accounts are to be closed and rendered as directed, in the instructions prefacing the forms, to Chief Superintendent of Armament Supply, Admiralty; all articles shown therein as "Received" and "Returned to Store" must be supported by vouchers.

(6) The remains entered in the accounts are to be those ascertained by actual stocktaking, and should be carried forward into the new account opened.

(7) Accounts for Whitehead Torpedo Stores are to be kept and rendered on the following forms :—

S. 1418(*a*). Expense Book for Naval Ordnance Torpedo Stores.
S. 1423(*a*). Torpedo Warrant Officer's Naval Ordnance Torpedo Store Ledger.
S. 1423(*b*). 18-in. R.G.F. Torpedoes.
S. 1423(*f*). 21-in. R.G.F. Torpedoes (where applicable).

418. Demands (in duplicate) for Naval Armament Stores, including first supply, are to be forwarded as necessary by the Commanding Officer of the Division on Form S. 1403 (O. 15) as follows :—

(*a*) Guns, Mountings, and Loading Teachers, Deflection Teachers, Dotters.	To the Admiral Commanding.
(*b*) Small-arms, Spare parts, Tools, and Accoutrements.	To the nearest Armament Supply Depôt.
(*c*) Spare Parts of Guns and Side Arms.	
(*d*) Other non-explosive Ordnance and Magazine Stores, except shot and practice projectiles.	
(*e*) Ammunition (including shot and practice projectiles) and other explosives.	To the nearest Armament Supply Depôt (through the Admiral Commanding).

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(2) All demands for first supply are to bear the date, initial letter, and number of the Admiralty letter containing the authority for the formation of the division or outlying unit.

(3) Demands for (*c*) should not be forwarded until Admiralty authority has been received for the supply of the guns, the date, initial letter, and number of the letter containing the authority being quoted on the demands.

(4) Demands for ammunition should, if practicable, be made only once a year, sufficient being demanded to meet requirements for 15 months.

(5) The nearest Armament Supply Depôts to the respective Divisions are as follows :—

London Division	Chatham (Lodge Hill).
Clyde Division	Crombie.
East Scottish Division	Crombie.
Tyne Division	Crombie.
Sussex Division	Portsmouth (Priddy's Hard).
Bristol Division	Devonport (Bull Point).
Mersey Division	Devonport (Bull Point).
Ulster Division	Portsmouth (Priddy's Hard).

419. In the case of demands for small-arms and accoutrements to replace others worn out, broken, or lost, the divisional and serial numbers of the articles to be replaced should be shown on the demands, a register of the serial numbers allotted to each company being kept by the Division for that purpose.

(2) Care is to be taken that a serial number in use in the Division is not again shown on the demand for additional arms.

(3) If the Divisional Ordnance Artificer is unable to repair a rifle or pistol, the defective arm should be sent to the nearest Armament Supply Depôt for repair or replacement, as may be necessary.

420. Demands for stores in excess of Establishment, whether for permanent or consumable stores, are to be submitted, through the usual channel, on Form S. 1403, to the Admiral Commanding, accompanied by a short report from the Commanding Officer, stating the reasons for demanding.

421.

SECTION IV.

Medical Stores.

422. The following Medical Stores will be allowed for instructional purposes :—

For Headquarters	(*a*) One medicine chest (T.B.D.). (*b*) One valise with contents (first-aid dressings, etc.). (*c*) One set of first-aid diagrams.
For Outlying Units	Those articles at (*b*) and (*c*) only.

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(2) Replenishment of these stores, as required, is to be made by local purchase (*see* Article **403**), the expenditure being charged to Vote 3 H.

(3) They are to be taken on charge by the Officer Instructor in his Naval Store Account, but are to be issued to the Medical Officers of the outlying units, receipts being obtained from them.

423.

SECTION V.

Victualling Stores.

424. *Clothing.*—An account is to be rendered quarterly on Form S. 83, Part II., by the Accountant Officer of each Division of the receipt and issue of clothing drawn from the Victualling Yard.

(2) *Mess Traps and Mess Utensils.*—An account is to be rendered annually, or on change of Accountant Officer, of the Mess Traps and Mess Utensils on his charge, on Forms S. 100 and S. 83, Part III., respectively.

(3) The instructions printed on the forms for rendering the accounts are to be carefully followed. (*See also* Appendix E.)

(4) Stocktaking of clothing and mess traps is to be carried out annually on 31st March and on change of Accounting Officer, and a report thereof forwarded to the Director of Victualling.

The Stocktaking Officers are :—

At Headquarters.	*At Outlying Units.*
The Officer Instructor.	The Officer Instructor.
The Senior Accountant Officer.	The Senior Accountant Officer of the Unit.
The Senior Executive Officer.	The Senior Executive Officer of the Unit.

On occasions of the change of the Accounting Officer, the Stocktaking Officers at headquarters and outlying units are :—

Officer giving up charge.
Officer taking charge.
An Executive Officer appointed by the Commanding Officer of the Division.

SECTION VI.

Gas, Water and Electric Current.

424A. All claims for gas, water, and electric current are to be forwarded to the Admiralty for examination and payment.

(i) Claims for electric current are to be sent direct to the Accountant-General of the Navy, those for gas and water to the officer in charge of works, for transmission to the Civil Engineer-in-Chief.

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(ii) All claims are to bear the following certificate, which is to be signed by the Commanding Officer of the Division or other responsible officer :—

(*a*) The supply has been economically used.
(*b*) The meter readings are correct.
(*c*) The rates charged do not exceed those current in the district.
(*d*) The Admiralty is liable for the whole of the expense.
(*e*) No item in the claim has been previously paid.

In the event of any electric current or gas being used for other than lighting purposes, a note to that effect should be made on the claim.

Chapter XVIII.—Service Certificates and History Sheets.

425. A Service Certificate (Form R.N.V. 10, revised 1921) is to be prepared for each R.N.V.R. rating on first enrolment, on which is to be recorded particulars of his description and service in the same manner as for men of the R.N.

(2) A new form, S. 459A, has been established for use as a cover for the Service Certificate and its enclosures, in order that they may be safeguarded against loss and damage.

(3) To facilitate the handling of these documents in Depôts and large Establishments, the cover has been printed in three colours for use as follows :—

Black Cover for Seamen, Signal and Telegraphist Branches.
Red cover for Engine-room Branches.
Green cover for Miscellaneous Branches (all other Branches, including Royal Marines).

The cover is to be used with all R.N.V.R. Certificates, and all documents which normally accompany the Service Certificate should be placed in the cover. Should it be necessary to detach any document and send it out of the ship, a note as to its disposal is to be made on the cover. The printed instructions on the front of the new form are to be carefully adhered to, and particular attention is called to the procedure to be followed in regard to Conduct and Medical History Sheets on transfer of men from ship to ship.

(4) These Certificates are to be kept in the custody of the Commanding Officer of the Division (or in the case of outlying units by the Commanding Officer of the outlying unit), who is to produce them at the Annual Inspection and when required.

(5) Particular care is to be taken that notations are accurately made on the Service Certificates and History Sheets, and that they are attested by the Commanding Officer.

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Notes for general guidance and information in connection therewith have been promulgated in Form S. 453.

(6) Whenever Petty Officers or men are sent to His Majesty's Ships or Establishments for training or service, their Certificates are to accompany them.

(7) The efficiency and number of drills performed are to be filled in annually on the 31st December for each rating by the Commanding Officer of the Division.

(8) These Certificates will be examined annually in the office of the Admiral Commanding, who will inform Commanding Officers when they are to be forwarded for this purpose.

(9) Service Certificates are not to be enclosed in envelopes which entail their being folded. Special envelopes (S. 1242) are allowed for this purpose.

426. A History Sheet (Gunnery, Torpedo, Signal, W/T, etc.) is to be prepared for each rating on being detailed for training in a special Naval Branch, this History Sheet is to be kept with and forms part of his Service Certificate, and is to be a complete record of a man's non-substantive qualifications.

(2) History Sheets are important as being the chief guide to the Officer who may be called upon to select men for advancement —whether at sea or in the schools of instruction.

427. On a man being finally discharged from the R.N.V.R., the Commanding Officer is to make an endorsement of discharge on the Service Certificate, and is to deliver the same, together with his History Sheet, to the rating. In the event of the man desiring to be re-enrolled subsequently, he will be required to produce these documents.

428. The character and efficiency of every R.N.V.R. rating are to be assessed in the same manner as for active service ratings, on 31st December, and as otherwise provided for in King's Regulations and Admiralty Instructions, Articles **605** and **607.**

(2) R.N.V.R. ratings are eligible for the V.G.* assessment for character under the same conditions as R.N. ratings. (*See* King's Regulations and Admiralty Instructions, Article **605** note to Clause (8).)

(3) The Commanding Officer of the Division, when carrying out these duties, should consult the Commanding Officers of sub-divisions as necessary.

429.

430.

431.

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Chapter XIX.—Correspondence and Returns.

432. All correspondence relating to a Division or on official matters connected with the R.N.V.R. is to proceed from the Commanding Officer of the Division or pass through him.

(2) Commanding Officers are not to communicate direct with the Admiralty.

All correspondence requiring Admiralty decision is to be forwarded to the Admiral Commanding, and as a general rule correspondence with Admiralty Departments should pass through his office. Correspondence relative to R.N.V.R. matters referred to in Article **3,** Clause (4), should, however, be submitted through the R.N.V.R. Committee.

(3) Commanding Officers when forwarding applications and reports are invariably to state their own opinion on the matter.

(4) All applications, &c., referring to Petty Officers and men of the R.N.V.R. are to be accompanied by their Service Certificates.

(5) Commanding Officers of outlying units are to send all necessary correspondence in reference to the affairs of their unit to the Commanding Officer of the Division to which their unit is attached.

(6) In the absence on leave or duty of the Commanding Officer of the Division, the senior R.N.V.R. Officer present is to deal as necessary with the official correspondence connected with the Division, but the Officer Instructor may sign routine papers "By order."

433. In official correspondence, the following rules are to be observed :—

(*a*) The concise memorandum form of communication is to be adopted wherever possible, *e.g.*—

From—Commanding Officer, Mersey Division, R.N.V.R.
To—The Admiral Commanding Reserves, 58, Victoria Street, S.W. 1.
Date.—1 January 1921.
Subject.—Increase in Establishment of Naval Stores.
Authority or Reference.—Article **420,** R.N.V.R. Regulations, or N.R. 1234 of 1 December 1920.

It is requested that &c.

(*b*) Separate matters are to form the subject of separate submissions and should be in duplicate.

(*c*) Each paragraph is to be numbered.

(*d*) A margin of one quarter the breadth of each page is to be left blank. This margin is always to be on the same edge of the leaf, *i.e.*, on the left of front pages and the right of back pages.

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(*e*) Officers are to sign their names legibly, noting their rank below their signature.

(*f*) When it is necessary to refer to the Board of Admiralty, the words "the Board" or "the Admiralty" are to be used, instead of more formal phrases.

(*g*) In cases where remarks and reports are continued on an original communication, each report or minute is to be numbered consecutively, and the paragraphs of each communication are also to be numbered where there is more than one paragraph.

(*h*) Reference sheets (in duplicate) may be used for conducting routine or unimportant correspondence, but care is to be taken to quote the authority or reference and date in the preamble.

434.

435. Applications for Royal Humane Society's awards, for actions performed by members of the R.N.V.R. when on duty, should be made to the Admiral Commanding on the form referred to in Article **1146** of the King's Regulations and Admiralty Instructions.

(2) In forwarding such requests, Commanding Officers of Divisions should state whether any application for the award has been forwarded from any private source.

436. A return of the strength of each Headquarter and each outlying unit is to be rendered on Form R.N.V. 13 on the first day of every month by the Commanding Officer to the Admiral Commanding.

(2) Returns in manuscript are to be rendered half-yearly to the Admiral Commanding by each Division, stating the names and ratings of all officers and men who are able to speak a foreign language, and the names of the languages spoken.

(3) Copies of the Returns are to be retained by the Divisions for reference.

(4) All returns rendered are to bear the approval of the Commanding Officer of the Division.

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PART II.

The Acts providing for the Constitution, &c. of the R.N.V.R.

THE NAVAL FORCES ACT, 1903.

(3 EDW. 7. C. 6.)

THE ROYAL NAVAL RESERVE (VOLUNTEER) ACT, 1859.

(22 & 23 VICT. C. 40.)

SEAMEN'S AND SOLDIERS' FALSE CHARACTERS ACT, 1906.

(6 EDW. 7. C. 5.)

AND

VOLUNTEER ACT, 1863.

(26 & 27 VICT. C. 65.)

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The Naval Forces Act, 1903.

(3 Edw. 7. c. 6.)

An Act to provide for the Constitution of a Royal Naval Volunteer Reserve, and a force of Royal Marine Volunteers, and otherwise amend the Law relating to His Majesty's Naval Forces.

BE it enacted by the King's most Excellent Majesty, by and with the advice and consent of the Lords Spiritual and Temporal, and Commons, in this present Parliament assembled, and by the authority of the same, as follows :—

1.—(1) It shall be lawful for the Admiralty to raise and maintain a force to be called the Royal Naval Volunteer Reserve.

(2) The provisions of the Royal Naval Reserve (Volunteer) Act, 1859, as amended by any subsequent enactment, shall apply to the force so raised, subject to the following modifications, namely :—

(i) Section two, section three, the proviso to section five, and section twenty of the Royal Naval Reserve (Volunteer) Act, 1859 (relating to conditions of service), so much of section six as relates to naval pay, and sections nine and ten of that Act (relating to pay and pensions), shall not apply to the force raised under this section :

(ii) The Admiralty may make regulations for carrying into effect the provisions of this section, and in particular for adapting to Volunteers enrolled under this section the provisions of the Volunteer Act, 1863, which relate to the power of Volunteers to quit the corps when not on actual service, and to rules and property of the corps.

2.—(1) It shall be lawful for the Admiralty to raise and maintain a force of Royal Marine Volunteers, and for that purpose the Admiralty may make regulations as to the enrolment of men to serve in that force.

(2) The Volunteers so enrolled shall be subject to the provisions of the enactments for the time being in force relating to Volunteers, provided that when subject to military law, the Army Act shall apply to them as it applies to the Royal Marines, and that when called out for actual service or voluntarily serving for training afloat, they shall be available for service beyond the seas.

(3) In the application of the enactments relating to the Volunteers to the Royal Marine Volunteers, the Admiralty shall be substituted for a Secretary of State, and the Admiralty may make regulations for adapting those enactments where necessary to the Royal Marine Volunteers.

3. Where a Volunteer enrolled under this Act is serving for training afloat or is called out for actual service, he shall be deemed to be serving in His Majesty's naval or marine force within the meaning of the Naval and Marine Pay and Pensions

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Act, 1865, as amended by any subsequent enactment, and those enactments shall apply accordingly.*

4.—(1) Where, after the passing of this Act, a man or boy is entered for non-continuous service in the naval service of His Majesty, he may, if regulations made by the Admiralty so prescribe, be engaged for a period not exceeding twelve years, on the terms that after such number of years' service in the Navy as the regulations prescribe, and as may be specified in his engagement paper, he shall be liable to serve for the residue of the term of his engagement in the Royal Fleet Reserve.

(2) The expression "Royal Fleet Reserve" means the division of the Royal Naval Reserve raised under the Naval Reserve Act, 1900.

5. The Royal Naval Reserve and the Royal Fleet Reserve shall consist of such number of men as the Admiralty may determine, and in section one of the Royal Naval Reserve (Volunteer) Act, 1859, the words "not exceeding thirty thousand," and in section one of the Naval Reserve Act, 1900, the words "not exceeding fifteen thousand in number" shall be repealed.

6. This Act may be cited as the Naval Forces Act, 1903.

The Royal Naval Reserve (Volunteer) Act, 1859.

(22 & 23 Vict. c. 40.)

An Act for the Establishment of a Reserve Volunteer Force of Seamen, and for the Government of the same.

WHEREAS it is expedient that there should be a Reserve Volunteer Force of Seamen for service in Her Majesty's Fleet in time of emergency, and that the seamen composing such force should be duly entered and trained: Be it therefore enacted by the Queen's most Excellent Majesty, by and with the advice and consent of the Lords Spiritual and Temporal, and Commons, in this present Parliament assembled, and by the authority of the same, as follows:

I. It shall be lawful for the Lord High Admiral, or Commissioners for executing the Office of Lord High Admiral, to raise and from time to time to keep up a number of men *not exceeding thirty thousand*,† to be called "The Royal Naval Volunteers," such men to be raised by voluntary entry from among seafaring men and others who may be deemed suitable for the services in

* The following are "subsequent enactments" applied by this section:—The *Naval Pensions Act*, 1884 (47 & 48 Vict. c. 44), and the Acts therein mentioned; *see* Sections 2 and 3.

† The words in italic type are struck out by the *Naval Forces Act*, 1903, Section 5.

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which such Volunteers may be employed, and to be so raised and entered at such times and in such places *in the United Kingdom and the Islands of Man, Guernsey, Jersey, Alderney and Sark, or any of them,** by such persons and in such manner as the said Lord High Admiral or Commissioners shall from time to time direct.

II. and III. *These sections are not applicable to the Royal Naval Volunteer Reserve: Naval Forces Act* 1903, *section* 1 (2) (i).

IV. It shall be lawful for Her Majesty, on such occasions as she shall deem fit (the occasion being first communicated to Parliament if Parliament be sitting, or declared in Council and notified by Proclamation if Parliament be not sitting or in being), to order and direct that the Volunteers under this Act, or so many or such part of them, as Her Majesty may deem necessary, shall be called into actual service.

V. Whenever Her Majesty shall as aforesaid order all or any number or part of the Volunteers under this Act to be called into actual service, the Lord High Admiral, or Commissioners for executing the office of Lord High Admiral, shall cause the said Volunteers, or such number or part of them as Her Majesty may have ordered, to be called into actual service accordingly; and the Volunteers so called into actual service shall be liable to serve on shore or on board any ships or vessels, or partly on shore and partly on board any ships or vessels, as the said Lord High Admiral or Commissioners may direct; and such Volunteers shall be placed under the command of such officers as the said High Admiral or Commissioners may direct, and where he or they may so direct, shall form part of the crews, and be under the like command as the respective crews of any of Her Majesty's ships or vessels of war which the said Lord High Admiral or Commissioners may see fit to cause them to join; and every such Volunteer so called into actual service shall be liable to such service for the term of three years from the time of his coming into actual service, and at the expiration of such period he shall be entitled to be discharged from actual service.

* * * * * * *

The rest of this section does not apply to the Royal Naval Volunteer Reserve: Naval Forces Act, 1903, *section* 1 (2) (i).

VI. The Volunteers under this Act shall, for such time as they shall be called out for, and shall attend instruction, training and exercise, be victualled in the same manner as seamen of the

* Repealed as to the words in italic, by the *Royal Naval Reserve Act*, 1896, Section 1 (59 & 60 Vict. c. 33), which also enacts that "the power "under the Royal Naval Reserve (Volunteer) Act, 1859, to raise and "pay Volunteers may, subject to regulations of the Admiralty, be "exercised outside the British Islands: Provided that a Volunteer "shall not be raised or paid outside the British Islands unless he is a "British subject serving on a vessel registered in the British Islands."

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Fleet; or if trained on shore and not victualled, they shall be entitled to a money allowance in lieu of provisions, at such rate per diem each as may be established on this behalf by the Lord High Admiral, or the Commissioners for executing the office of Lord High Admiral; and for such time as they shall be in actual service under this Act they shall be entitled when on shore or afloat to the pay and other advantages of petty officers or seamen in the Royal Navy entered for ten years' continuous and general service, according to the ratings which they may be found qualified to fill; and they shall be entitled to such conduct money in respect of travelling to and from any place at which they may be required to attend for instruction, training, and exercise, or for the purpose of entering into actual service as aforesaid, as may be allowed by the regulations made under this Act: Provided always, that any such Volunteer who may be appointed, and be or perform the duties of a petty officer, shall be entitled to the pay and allowances of a petty officer in the Royal Navy of the same rank, in lieu of the pay and allowances of an able seaman in the Navy.*

VII. Every Volunteer under this Act shall, while he shall be such Volunteer, be exempt from service in the Militia, and from serving as a peace or parish officer, and upon his entering the Royal Naval Volunteers he shall cease to be a Royal Naval Coast Volunteer, if then belonging to that force; and every such Volunteer shall under such regulations as the Lord High Admiral, or the Commissioners for executing the Office of Lord High Admiral, may from time to time establish, be eligible for admission into the Royal Hospital at Greenwich, and be thereupon entitled to the same privileges and advantages as men who are, or may be, or have been in Her Majesty's Navy.

VIII. All provisions for the time being in force for and in relation to the billeting of the Royal Marines shall extend and be applicable to the Volunteers under this Act during such time as they shall attend instruction, training, and exercise, or be in actual service: and all powers and authorities for or in relation to the billeting of the Royal Marines, which may be exercised by any colonel, commandant, or commanding officer of any division of the Royal Marines, may, for the purpose of billeting such Volunteers, be exercised by any officer in the Royal Navy holding the rank of commander, or any higher rank authorised in this behalf by the regulations made under this Act.

IX. and X. *As to these sections*, see *note to section VI.*

XI. Whenever any emergency shall arise which, in the opinion of the Lord High Admiral, or the Commissioners for

* So much of Section VI. as relates to naval pay, and also Sections IX and X., relating to pay and pensions, do not apply to the Royal Naval Volunteer Reserve; see *Naval Forces Act*, 1903, Section 1 (2) (i).

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executing the Office of Lord High Admiral, renders it advisable to require the services in Her Majesty's Navy of any of the persons who may have been pensioned, and be in the receipt of pensions, under this Act, it shall be lawful for such Lord High Admiral or Commissioners to order any of such persons to join Her Majesty's Navy; and those so ordered shall join such of Her Majesty's ships or vessels of war as the said Lord High Admiral or Commissioners may at any time or times direct, and shall form the crews or parts of the crews of such ships or vessels, and shall continue to serve in Her Majesty's Navy during such time as such emergency may in the opinion of the said Lord High Admiral or Commissioners continue; and while so serving shall be entitled to the same pay and allowances, according to their respective ratings on board such ships or vessels, as petty officers in Her Majesty's Navy and men in Her Majesty's Navy entered for ten years' continuous and general service, and shall also continue to receive their pensions.*

XII. All the laws and customs for the time being in force for the government of Her Majesty's ships, vessels, and forces by sea, and applicable to any person in or belonging to the Fleet, or to any person being in actual service and full pay, and part of the crew of any of Her Majesty's ships or vessels, shall be applicable in like manner to every person pensioned under this Act during such period as he shall be in actual service, either on board any ship or vessel or otherwise under this Act; and every such person as aforesaid required to serve in the Navy under this Act who shall not at or within such time as may be appointed by any order of the Lord High Admiral, or Commissioners for executing the office of Lord High Admiral, made under this Act, appear for the purpose of entering into actual service, or join any of Her Majesty's ships or vessels which he may be required to join for that purpose, shall be liable to be apprehended and punished in the same manner as any person belonging to Her Majesty's Navy, and deserting or improperly absenting himself from duty.

XIII. It shall be lawful for the Lord High Admiral, or the Commissioners for executing the office of Lord High Admiral, from time to time to make regulations as to the manner or form in which Volunteers under this Act shall be entered to serve; and generally as to the entering and re-entering of men as such Volunteers; and as to the arms, clothing, and accoutrements with which such Volunteers are to be provided; and for forming such Volunteers into divisions or classes, or other bodies, and assigning numbers to them; and as to the manner in which notices of the times and places at which such Volunteers may

* "A person holding a deferred pension certificate or ticket shall be "deemed to be a person in receipt of a pension within the meaning of "Section 11 of the Royal Naval Reserve (Volunteer) Act, 1859." *Royal Naval Reserve Act*, 1896, Section 2 (59 & 60 Vict. c. 33).

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be required to attend instruction, training, and exercise; and for the purpose of their entering into actual service under the provisions of this Act; and for securing and enforcing the attendance, good conduct, and discipline of and among such Volunteers; and for imposing fines or forfeitures of pay, allowances, or pensions for misconduct and breach of discipline or of any such regulations; and as to the pay and allowances to officers commanding such Volunteers; and generally as to all other matters and proceedings under this Act.

XIV. It shall be lawful for the Lord High Admiral, or Commissioners for executing the Office of Lord High Admiral, in his or their discretion at any time to discharge any of the Volunteers raised under this Act.

XV. All the laws and customs for the time being in force for the government of Her Majesty's ships, vessels, and forces by sea, and applicable to any person in or belonging to the Fleet, or to any person being in actual service and full pay, and part of the crew of any of Her Majesty's ships or vessels, shall be applicable in like manner to every Volunteer under this Act during such period as he shall be on board any ship or vessel for the purpose of instruction, training, and exercise, or shall be otherwise under instruction, training, and exercise; and to every such Volunteer during such time as he shall be in actual service, either on board any ship or vessel or otherwise under this Act; and to all officers having any command over any such Volunteers during the time of instruction, training, and exercise, or while in actual service; and the said Volunteers under this Act shall while in actual service have the same privileges of making allotments of wages and of making remittances, and otherwise have the benefit of and be subject to the provisions of the laws relating to the pay of the Royal Navy in like manner as officers and men of their respective ratings in Her Majesty's Navy; and the laws concerning the discharge of seamen serving on board Her Majesty's ships, and becoming entitled to be discharged, shall be applicable to and for the discharge of any of the said Volunteers.

XVI. If any person shall enter or attempt to enter the Royal Naval Volunteers as a new Volunteer more than once during the whole or any part of the same period of service, he shall for every such act forfeit and pay any sum not exceeding twenty pounds.

XVII. Every shipping master acting under the Merchant Shipping Act, 1854, shall give all the assistance in his power towards carrying into effect the objects of this Act in such manner as the Board of Trade, at the instance of the Lords Commissioners of the Admiralty, may direct; and every such shipping master shall for this purpose have the power to call for such answers or information concerning reserve men from the masters of and other persons belonging to British merchant ships as may be necessary or desirable in order to enable him to render such assistance as aforesaid, or to make any returns which the Board

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of Trade or the Lords Commissioners of the Admiralty may require; and every master of or other person belonging to a British merchant ship who, when duly called on by the shipping master, omits or refuses to give any such answer or information as aforesaid which it is in his power to give, shall be liable to a penalty not exceeding five pounds.

XVIII. In case any officer, serjeant, or other person enlist any man to serve in Her Majesty's regular forces, or in Her Majesty's Indian forces, or in the Militia, or in the Royal Naval Coast Volunteers, who at the time of such enlisting is entered to serve as a Volunteer under this Act, such enlisting shall be null and void; and in case any person enter any man to serve as a Volunteer under this Act who at the time of such entering is enrolled to serve in the Militia, or belongs to the Royal Naval Coast Volunteers, such entering shall be null and void; and any such Volunteer under this Act offering himself to be enlisted in Her Majesty's regular forces, or in Her Majesty's Indian forces, or who shall be enlisted or enrolled or offer himself to be enlisted or enrolled as a Militiaman, or to serve in the Royal Naval Coast Volunteers, and every Militiaman or any Royal Naval Coast Volunteer offering himself to be entered as a Volunteer under this Act, shall, on conviction thereof, upon the oath of one witness before any justice of peace in or near to the place where the offence shall be committed, or where the offender may at any time happen to be, be committed to the common gaol or house of correction for any term not exceeding six months; and any officer or other person knowingly enlisting or enrolling any Volunteer under this Act to serve in Her Majesty's regular forces, or in Her Majesty's Indian forces, or in the Militia, or in the Royal Naval Coast Volunteers, or knowingly entering any Militiaman or Royal Naval Coast Volunteer to serve as a Volunteer under this Act, shall for every such offence forfeit and pay any sum not exceeding twenty pounds: Provided always, that men may, on their application to that effect, be discharged by proper authority from the Royal Naval Coast Volunteers to be enrolled as Volunteers under this Act.

XIX. Any Volunteer under this Act who shall sell, pawn, or lose any of his arms, clothes, accoutrements, or ammunition, slops or necessaries, or any of such articles provided for him under this Act, or refuse or neglect to return the same in good order to any person appointed by or under the authority of the Lord High Admiral, or Commissioners for executing the office of Lord High Admiral, to receive the same, shall for every such offence forfeit any sum not exceeding three pounds; and every person who shall knowingly and wilfully buy, take in exchange, receive in pledge, or otherwise receive or conceal any arms, clothes, accoutrements, or ammunition, or slops or necessaries belonging to any such Volunteer or provided for him under this Act, shall for every such offence forfeit and pay any sum not

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exceeding ten pounds, and the treble value of all or any of the articles so bought, taken in exchange, received, or concealed; and if any person shall prove, on oath before a justice of the peace or person exercising like authority, and there is reasonable cause to suspect that any person has in his or her possession, or on his or her premises, any such arms, clothes, accoutrements, or ammunition, or slops or necessaries, such justice or person may and he is hereby required to grant a warrant to search for such arms, clothes, accoutrements, and ammunition, and slops and necessaries, as in the case of stolen goods; and if upon search any such articles shall be found, the same shall and may be seized by the officer charged with the execution of such warrant, or any person aiding him therein, who shall bring the offender in whose possession or upon whose premises the same shall be found before such justice or person, to be dealt with according to law.

XX. *Not to apply to the Royal Naval Volunteer Reserve: Naval Forces Act*, 1903, *section* 1 (2) (i).

XXI. If any such Volunteer (being in the United Kingdom, and not labouring under any infirmity incapacitating him) required to serve in the Navy under this Act shall not at or within such time as may be appointed by any order of the Lord High Admiral, or Commissioners for executing the Office of Lord High Admiral made under this Act, appear for the purpose of entering into actual service, or join any of Her Majesty's ships or vessels which he may be required to join for that purpose, every such person so offending shall be liable to be apprehended and punished in the same manner as any person belonging to Her Majesty's Navy deserting or improperly absenting himself from duty.

XXII. Every person who by words or other means shall persuade any Volunteer under this Act to desert from the Royal Naval Volunteers, or to be improperly absent from his duty, shall forfeit and pay any sum not exceeding twenty pounds for every such Act, and every person who shall assist or procure any such Volunteer to desert, or to be improperly absent as aforesaid, or shall conceal or employ or continue to conceal or employ any such Volunteer, knowing him to be such a deserter or so improperly absent, shall for every such offence forfeit and pay any sum not exceeding thirty pounds.

XXIII. No man by reason of his entering or serving as a Volunteer under this Act shall lose or forfeit, or be deemed to have lost or forfeited, any interest he may possess, or may have possessed at the time of his being so entered or serving, in any friendly or benefit society, any laws, rules, or regulations of such society to the contrary notwithstanding; and in case any dispute shall arise between any such society and any such man by reason of such entry or service, it shall be considered as being a dispute directed by the rules of such society to be decided by Justices of

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the Peace, pursuant to the provisions of the Acts in force relating to friendly societies.

XXIV. All offences for which any pucuniary penalty or forfeiture is by this Act imposed shall and may be heard and determined by any Justice of the Peace in or near to the place where the offence shall be committed, or where the offender may at any time happen to be, and all such penalties and forfeitures, and any forfeiture of treble value, and also the reasonable costs attending the prosecution, to be duly ascertained and awarded by such justice, shall and may be enforced and recovered in the same manner as any pecuniary penalties may be recovered in England or Wales, under the provisions of an Act passed in the twelfth year of Her Majesty's reign, intituled "An Act to "facilitate the performance of duties of Justices of the Peace "out of sessions within England and Wales, with respect to "summary convictions and orders." Provided always, that in all cases in which there shall not be sufficient goods whereon any penalty or forfeiture can be levied, the offender may be committed and imprisoned, with or without hard labour, for any time not exceeding six months, which said Act shall be used and applied in Scotland and in Ireland for the recovery of all such pecuniary penalties and forfeitures, and forfeitures of treble value, as fully to all intents as if such Act had extended to Scotland and Ireland, anything in the said Act, or in an Act passed in a session holden in the fourteenth and fifteenth years of Her Majesty's reign, intituled, "An Act to consolidate and "amend the Acts regulating the proceedings of Petty Sessions, "and the duties of Justices of the Peace out of Quarter Sessions "in Ireland," or in any other Act to the contrary notwithstanding.

XXV. One moiety of every such penalty or forfeiture not including the treble value of any article shall go to the person who shall inform or sue for the same, and the other moiety, together with the treble value of any articles, or where the offence shall be proved by the person who shall inform, then the whole of the penalty and such treble value shall be paid over and applied in such manner as the Lord High Admiral, or the Commissioners for executing the Office of Lord High Admiral, shall direct, anything in an Act passed in the sixth year of the reign of King William the Fourth, intituled "An Act to provide for "the Regulation of Municipal Corporations in England and "Wales," or in any other Act of Parliament, to the contrary notwithstanding; and every Justice who shall adjudge any penalty under this Act shall within four days thereafter at the farthest report the same and his adjudication thereof to the Secretary of the Admiralty.

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Seamen's and Soldiers' False Characters Act, 1906.

(6 Edw. 7. c. 5.)

An Act to amend the Law relating to the falsification of Seamen's and Soldiers' Certificates of Service or Discharge, and to false statements made, used, or given in connection with Entry or Enlistment into His Majesty's Naval, Military, or Marine Forces. [22nd June 1906.]

BE it enacted by the King's most Excellent Majesty, by and with the advice and consent of the Lords Spiritual and Temporal and Commons, in this present Parliament assembled, and by the authority of the same, as follows :—

1.—(1) If any person forges the certificate of service or discharge of any seaman or soldier, or any certificate purporting to be a certificate of service or discharge of a seaman or soldier, or utters such certificate knowing it to be forged, or obtains or seeks to obtain any employment or other advantage by means of any forged or counterfeit certificate of service or discharge, or personates the holder of a certificate of service or discharge, he shall on conviction under the Summary Jurisdiction Acts be liable in the case of a first offence to imprisonment, with or without hard labour, for a term not exceeding one month, or to a fine not exceeding twenty pounds, and in the case of a second or subsequent offence to imprisonment, with or without hard labour, for a term not exceeding three months.

(2) For the purposes of this section the expression "seaman" means a man who has served in His Majesty's naval forces, and the expression "soldier" means a man who has served in His Majesty's military or marine forces.

2. If any man when entering or enlisting or offering himself for entry or enlistment in His Majesty's naval, military, or marine forces makes use of any forged or counterfeit statement as to his character or previous employment, or any statement as to his character or previous employment which to his knowledge is false in any material particular, he shall be liable, on conviction under the Summary Jurisdiction Acts, to a fine not exceeding twenty pounds; and if any person makes a written statement as to the character or previous employment of any man which he knows to be false in any material particular, and which he allows or intends to be used for the purpose of the entry or enlistment of that man into His Majesty's naval, military, or marine forces, he shall be liable, on conviction under the Summary Jurisdiction Acts, to the like fine.

3. In section sixteen of the Naval Enlistment Act, 1853 (which imposes a penalty on persons who make or give a false statement upon entering or offering themselves to enter the

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naval service of His Majesty), the expression "naval service" shall include service in any of the naval reserve forces.

4. This Act may be cited as the Seamen's and Soldiers' False Characters Act, 1906.

Volunteer Act, 1863.

(Extract from 26 & 27 Vict. c. 65.)

An Act to consolidate and amend the Acts relating to the Volunteer Force in Great Britain.

[21st July 1863.]

48. Any pecuniary Penalty under this Act, the mode of Recovery of which is not otherwise expressly provided for by this Act—and any Money or Fine by this Act made recoverable as a penalty under this Act is recoverable—may be recovered as follows:—

In England, in a summary Way before Two or more Justices of the Peace having Jurisdiction where the Offence is committed or where the Offender happens to be, in manner directed by the Act of the Session of the Eleventh and Twelfth Years of Her Majesty (Chapter Forty-three), "to facilitate the Performance of the Duties of Justices of the Peace out of "Sessions, within England and Wales, with respect to Summary Con- "victions and Orders"; or in case of Proceedings in the City of London, or in the Metropolitan Police District, in manner directed by the respective Enactments for the Time being in force relative to summary Proceedings there:

In Scotland, in manner directed by the Railways Clauses Consolidation (Scotland) Act, 1845, with respect to Penalties imposed by that Act, the Recovery of which is not otherwise provided for:

In the Isle of Man, by Proceedings in any Court of competent Jurisdiction, and in the manner in which Penalties of like Amount are recoverable by the Laws of the Isle of Man, or as near thereto as Circumstances admit.

In England, where the Sum adjudged to be paid on a summary Conviction or Adjudication, inclusive of any Costs, exceeds Five Pounds, or the Imprisonment awarded exceeds One Month, and the Person who is convicted, or against whom the Adjudication is made thinks himself aggrieved by the Conviction or Adjudication, the following Provisions shall take effect:—

(1) Such Person may appeal to the next Court of General or Quarter Sessions held not less than 12 Days after the Day of such Conviction or Adjudication for the County or Place where the Conviction or Adjudication is had:

(2) The Appellant shall, within Three Days after the Day of the Conviction, and Seven clear Days at least before the Sessions to which the Appeal is to be made, give to the Complainant a Notice in writing of the Appeal and of the Ground thereof:

(3) The Appellant may enter into a Recognizance with Two sufficient Sureties before a Justice of the Peace conditioned to appear personally at the Sessions and try the Appeal, and abide the Judgment of the Court thereon, and pay any costs awarded by the Court; or where the Appeal is against a Conviction imposing only a pecuniary Penalty, or against an Adjudication for the Payment of Money, the Appellant may deposit with the Clerk of the convicting Justices such Sum of Money as those Justices deem sufficient to cover the Amount

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of the Penalty, or Money adjusted to be paid, together with the Costs of the Conviction or Adjudication, and of the Appeal:

(4) On such Notice being given, and such Recognizance being entered into, or such Deposit being made, the Appellant shall be liberated if in Custody:

(5) The Court of General or Quarter Sessions shall hear and determine the Appeal, and shall make such Order therein with or without Costs to either Party, as to the Court seems fit, and in case of Affirmance of the Conviction or Dismissal of the Appeal, shall adjudge the Appellant to be punished according to the Conviction, or to pay Money according to the Adjudication, and to pay such Costs as are awarded and shall, if necessary, issue Process for enforcing such Judgment:

(6) Where any such Deposit as aforesaid is made, and the Conviction or Adjudication is affirmed or the Appeal is dismissed, the Court may order the amount of the Penalty or other Money adjudged to be paid, together with the Costs of the Conviction or Adjudication and of the Appeal, to be paid out of the Deposit, and the Residue thereof, if any, to be returned to the Appellant, and in any other Case shall order the Deposit to be returned to the Appellant:

(7) Where on Appeal a Conviction is quashed, the proper Officer shall forthwith indorse on the Conviction a Memorandum that it has been so quashed; and whenever any Copy or Certificate of such Conviction is made, a copy of the Memorandum shall be added thereto, which shall be sufficient Evidence of the Conviction having been quashed in all Cases where a Copy or Certificate would be sufficient Evidence of the Conviction.

But nothing in the present Section respecting Appeals shall affect any Enactments relative to Appeals in Cases of summary Convictions or Adjudications in the City of London or the Metropolitan Police District.

In Scotland, and the Isle of Man, in like Cases as in England, an Appeal shall lie, in manner in that Behalf provided by the Law of Scotland and of the Isle of Man respectively.

A summary Conviction or Adjudication under this Act in England, or an Adjudication made on Appeal therefrom, shall not be quashed for Want of Form or be removed by Certiorari; and a Warrant of Commitment on any such Conviction shall not be held void by reason of any Defect therein, if it is therein alleged that the person therein named has been convicted, and there is a good Conviction to sustain the same.

Any pecuniary Penalty recovered summarily under this Act on the Prosecution of the Commanding Officer of a Volunteer Corps or Administrative Regiment shall (notwithstanding anything in any Act relating to Municipal Corporations or to the Metropolitan Police or in any other Act contained) be paid to the Commanding Officer, and be applied as part of the general Fund of the Corps or Regiment.

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APPENDIX A.

Form of Undertaking.

To the Commanding Officer of the Division of the Royal Naval Volunteer Reserve.

In consideration of your enrolling me a member of the Division of the Royal Naval Volunteer Reserve, I undertake and bind myself :—

(1) To serve for at least four years from the date hereof (unless previously discharged) being subject to the provisions of the "Naval Forces Act, 1903," and the Acts incorporated therewith and of the Admiralty Regulations made in pursuance thereof, and to the Rules of the Division for the time being, and to the customs and usages of His Majesty's Naval Service. The conditions of Articles **187, 211** and **254** of the Regulations for the Royal Naval Volunteer Reserve have been brought specially to my notice.

(2) To keep in good repair the kit and any articles of outfit which may be issued to me, and, when required to do so by the Commanding Officer of my Sub-Division, or other authorised person, or in the event of my leaving the Service before completing four years' service, to return them to head-quarters and to pay compensation not exceeding Five Pounds for any loss or damage thereto other than that due to fair wear and tear.

Dated this day of 19

Signature

Address

Name and Designation of witness to signature.

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APPENDIX B.

SYLLABUS OF TRAINING.

R.N.V.R. OFFICERS.

I.—*Gunnery.*

(1) Obligatory qualifying course for officers selecting Gunnery on promotion to Lieutenant.

A four weeks' course consisting of :—

Gun drill	1½ days.
Ammunition	1½ ,,
Stripping	1 day.
Rangefinder	1 ,,
Fire control	3 days.
H.A. gun control	1 day.
General gunnery	2 days.
Director and sighting	3 ,,
Firings	4 ,,
Examination	2 ,,
Total working days	20 ,,

(plus 1½ days' instruction in theory and range tables, which is given on Saturday forenoons).

Candidates will be given 1st, 2nd or 3rd Class Certificates, for which 80, 70 and 65 per cent. will be required. Candidates who obtain less than 65 per cent. fail.

(2) A voluntary course will not be instituted at present, but there will be a requalifying course of 4 weeks in lieu, the same syllabus being taken as in the Qualifying course.

This requalifying course is obligatory every 4 years.

(3) A short course is held bi-monthly at the Gunnery School, Devonport. A two weeks' course consisting of :—

Gun drill	2½ days.
Stripping	2 ,,
Fire control	2½ ,,
H.A. gun control	1 day.
Director and sighting	1 ,,
Firings	1 ,,
Total working days	10

(4) *Captains and Commanders.* (*Obligatory.*)

A two weeks' course consisting of :—

Fire Control, including H.A. Control	4 days.
Ammunition and Magazine Regulations	1½ ,,
Rangefinder	½ day.
General Gunnery Lectures	4 days.
Total	10 working days.

No examination will be held.

Courses will be held by arrangement at one of the Gunnery Schools.

(5) *Special Branch.*

No syllabus required.

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(6) *Promotion.*

Sub-Lieutenants for Lieutenants will be examined at a Gunnery School, on the request of the Admiral Commanding. The Captain, H.M.S. "Excellent," is to be informed as to the syllabus of instruction carried out by these officers at R.N.V.R. Headquarters before being asked to examine them.

II.—*Torpedo.*

(1) *Obligatory Torpedo Qualifying Course*, for officers selecting Torpedo on promotion to Lieutenant.

A four weeks' course consisting of :—

Torpedoes and Torpedo Control	10 days.
Mining, including mines, sinkers, minelaying, explosives, demolition depth charges and paravanes	5 ,,
Searchlights and Searchlight Control	5 ,,
Total	20 working days.

An examination will be held at the end of each subject.

Candidates will be given 1st, 2nd, or 3rd class certificates, or failed.

Courses will be held quarterly in one of the Torpedo Schools.

(2) *Obligatory Electricity Qualifying Course*, for officers selecting electricity on promotion to Lieutenant.

A four weeks' course consisting of :—

High Power, including lighting, dynamos, motors, switchboards, distribution and power circuits generally	5 days.
Low Power, including electrical communications, fire control instruments, and gyro compass	10 ,,
Searchlights, including lamps, projectors, manipulation and burning, and searchlight control	5 ,,
Total	20 working days.

An examination will be held at the end of each subject.

Candidates will be given 1st, 2nd, or 3rd class certificates, or failed.

Courses will be held quarterly in one of the Torpedo Schools.

(3) There will be a requalifying course of 2 weeks, the same syllabus being taken as in the Qualifying Course. This Requalifying Course is obligatory every four years.

(4) *Captains and Commanders.*

A two weeks' Torpedo course to consist of the usual R.N. Senior Officers' course, but R.N.V.R. Officers will have to leave the course at the end of the fortnight.

Course to be held by arrangement.

(5) *Special Branch.*

No syllabus required.

III.—*Signals.*

(1) *Obligatory Signal Qualifying Course* for officers selecting Signals on promotion to Lieutenant.

A four weeks' course consisting of :—

Semaphore Flag Waving Flashing Buzzer	Sending and receiving at standard rate, exercised daily.

First Week.

Names of principal signal books and purpose for which each is supplied.

Definitions.

Standard Phraseology.

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Signification of Signal Flags and Pendants.
Manœuvring Signal Instructions (Chapter 14, Signal Manual).
,, Signals, including Alter Course, Forming and Disposing.
Equal Speed and Stationing Signals.
Organisation of a Fleet.
Simple exercises of manœuvring with models.
Use of Distinguishing Signals.

Second Week.

The principal points embodied in the following chapters in Signal Manual :—

(*a*) Instruction for the use of W/T.
(*b*) Methods of handling W/T traffic.
(*c*) W/T organisation afloat.
(*d*) W/T organisation ashore.

W/T organisation lectures.
W/T Material lecture.
Instructions for the conduct of V/S.
Authorised introductory words.
Drafting messages.
How to make and reply to certain Signals.
The special Signals explained in Chapters 18 and 22, Signal Manual.
Executive Signals.
Practical Procedure for Flashing and Sound Signalling at the Fenn Model.

Third Week.

Appendix to Signal Manual.
General arrangement of Fleet Code, Vols. I. and II., and Fleet Decode.
Appendices A. and B. to Fleet Code.
Coding Instructions.
Practical Coding from all Codes.
Auxiliary Vessels' Signal Book.
Boats' Signal Book.

Fourth Week.

Practical W/T procedure.
Résumé and examination.

Course will be held quarterly.

NOTE.—Officers undergoing this course will be expected to have a fair proficiency in practical signalling, in the procedure contained in the "V/S Instructions," "Allied W/T Instructions," and in the "International Code of Signals."

Examination.

——	A.	B.	C.
Semaphore - - -	100	20	98
Flag Waving - - -	100	12	96
Flashing - - -	100	10	97·3
Buzzer - - - -	100	Standard Exercise.	90
Part I. - - - -	100	—	90
Part II. - - - -	100	—	90
Coding - - - -	100	—	90
Oral - - - -	100	—	90

A = No. of marks allowed.
B = Rate of sending per minute.
C = Percentage of marks required to pass.

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(2) *Voluntary Course* for officers who have already qualified.
A six weeks' course consisting of :—

Semaphore - - -
Flag Waving - - - } Sending and Receiving at standard rate,
Flashing - - - exercised daily.
Buzzer - - -

First Week.
Names of principal signal books and purpose for which each is supplied.
Definitions.
Standard Phraseology.
Significations of Signal Flags and Pendants.
Manœuvring Signal Instructions (Chapter 14, Signal Manual).
,, Signals, including Alter Course, Forming and Disposing, Equal Speed and Stationing Signals.

Second Week.
Chapters 2 and 3 of V/S Instructions.
Procedure Signals, Flags, Morse and Semaphore.
Signalling by Flags, Flashing, Sound, Flag Waving, Semaphore and Telephone.

Third Week.
Following subjects from Signal Manual :—
General Instructions.
Instructions for conduct of V/S.
Introductory words.
Drafting messages.
Organisation of a Fleet.
Use of Distinguishing Signals.
Practical Procedure at Model.
Practical Manœuvring with Models.

Fourth Week.
Following subjects from Signal Manual :—
Enemy Reports and Distress Messages.
Spreading Cruisers.
Forming Attacking Force.
Special Signals, Chapters 18 and 22.
Use of Speed and Helm Signals.
Duties of Signal Officer.
Organisation of Signal Department.
Practical Procedure and Manœuvring with Models.

Fifth Week.
Lectures on W/T Organisation.
Principal points embodied in the following chapters of Signal Manual :—
(*a*) Instruction for the use of W/T.
(*b*) Methods of handling W/T traffic.
(*c*) W/T Organisation afloat.
(*d*) W/T Organisation ashore.
V/S Material.
International Code of Signals.
Allied Signal Manual.
Practical Procedure and Signalling with Models.

Sixth Week.
Appendices A and B to Fleet Code.
General arrangements of Fleet Code, Vols. I and II and Decode.
Extracts from King's Regulations and Admiralty Instructions.
Appendix to Signal Manual.
Coding Instructions.
Practical Coding from all Codes.
Résumé and examination.

Courses will be held by arrangement.

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Examination.

Candidates will be required to pass the same standard as laid down for the qualifying examination, but a more advanced style of question will be asked.

(3) *Short Courses.*

A two-weeks' course consisting of :—

Semaphore - } Sending and receiving at standard rate,
Flashing - - } exercised daily.
Buzzer - - }

First Week.

Names of principal signal books and purpose for which each is supplied.
Signification of Single Flags and Pendants.
Definitions.
Manœuvring Signal Instructions.
Manœuvring Signals, including Alter Course, Forming and Disposing, Equal Speed and Stationing.
Organisation of a Fleet.
Use of Distinguishing Signals.
Appendix to Signal Manual.
Executive Signals.
Practical Signalling at Model.
Practical manœuvring with Models.

Second Week.

Enemy Reports and Distress Messages.
General Arrangement of Fleet Code, Vols. I and II and Decode.
Coding Instructions.
Practical Coding from all Books.
Practical Signalling at Model.
Practical manœuvring with Models.
Résumé.

Examination.

Practical Signalling as for Leading Signalman R.N.
Paper subjects as for Signalman R.N.

Course will be held bi-monthly.

(4) *Captains and Commanders.*

A one week's course as laid down for Senior Officers, R.N.

IV.—*Wireless Telegraphy.*

(1) It is not practicable for a R.N.V.R. officer to combine V/S and W/T. These subjects have therefore been divided, and an officer may select one or the other in which to qualify.

Officers selecting W/T will be required to have a certain electrica knowledge, and to have studied the Admiralty W/T Handbook before qualifying.

Candidates will be required to pass (at R.N.V.R. Headquarters) a test paper (set and corrected by Signal School) on Chapters 2 and 5 inclusive of Admiralty W/T Handbook. No questions will be set on details of instruments or W/T sets.

(2) *Obligatory W/T Qualifying Course.*

A four weeks' course designed as far as possible to make an officer capable of conducting a W/T Exercise and to give him a thorough knowledge of all the principles of all kinds of W/T, but the course will not give him a detailed knowledge of every Service set.

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All subsequent training will be in the W/T Branch.

Note.—An officer will spend all available training periods at sea in a ship carrying a qualified S. Officer, except that a two weeks' Requalifying Course must be taken every four years at the School to study new developments.

Examination Syllabus for both Qualifying and Requalifying Courses.

——	Max.	Q.	R.Q.
Written Paper on General Principles and Practice of W/T. (Admiralty W/T Handbook.)	200	75	80
Written Paper on W/T Organisation and Procedure.	100	75	80
Standard Buzzer Exercise. (Class II.) -	100	90	95
Practical Procedure Test - - - - -	100	90	90

V.—*Navigation and Pilotage.*

(1) *Voluntary Pilotage Course.*

A three weeks (16½ working days) course consisting of :—

Section 1.—*Magnetic Compass and Terrestrial Magnetism*, including construction, adjustment and correction of compass; swinging ship for deviation; analysis of deviation table; coefficients, &c.

Section 3.—*Chronometer work*, including treatment, comparison stowage, packing, errors, &c.

Section 4.—*Meteorological instruments.*

Section 5.—*Tides*, including theory and use of Admiralty publications.

Section 6.—*Ship and Fleet work*, including use of Battenburg instrument and mooring board, simple problems only; station keeping; dead reckoning in Fleet tactics; simple manœuvres.

Section 7.—*General Navigation and Pilotage*, including Rule of the Road; buoyage systems; fixing position; use of navigational instruments; anchoring in prearranged berth, &c.

Examination.

80 per cent. required for a 1st class certificate.
65 ,, ,, ,, 2nd ,, ,,
50 ,, ,, ,, 3rd ,, ,,

(2) *Obligatory Qualifying Navigation Course* for officers selecting N. on promotion to Lieutenant.

A four weeks' (22 working days) course, consisting of the same syllabus as for the voluntary pilotage course with the addition of :—

Section 2.—*Astronomical navigation*, including the sextant; amplitudes, azimuths, times of rising and setting and geographical position of heavenly bodies; position lines and circles of position; fixing position by sun, moon and stars (including new navigation method); methods of finding stars; correcting bearings for convergency; system of timekeeping at sea by time zones.

Section 4.—*Add* : The synoptic system of weather analysis and weather forecasting; causes, seasons and localities of fog; warnings of proximity, precautions and seasons of ice in different localities.

(3) There will be a Requalifying Course of four weeks, the syllabus being the same as for Qualifying Course.

This course will be obligatory every four years.

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VI.

VII.—*Mine Sweeping.*

Course to last 14 days, *i.e.*, 11 working days.
Sea Training to be carried out in a T.S.M.S.

1*st Day.*
A.M. Lecture.—"A" Sweep. Method of rigging gear. Passing and sighting sweep, &c.
P.M. Visit T.S.M.S.—Inspect gear and rig gear.

2*nd Day.*
A.M. Lecture.—"A" Sweep. Station keeping. Procedure when sweep parts.
P.M. Lecture.—"A" Sweep. Formations, altering course.

3*rd Day.*
A.M. Sea.—Practice passing and sighting sweeps in pairs.
P.M. Sea.—Practice passing and sighting sweeps, three or more vessels abreast.

4*th Day.*
A.M. and P.M. Sea.—M/S vessels work as a flotilla. Practice station keeping. Altering course, &c., in various formation in pairs and in three or more vessels abreast.

5*th Day.*
A.M. and P.M. Lecture.—Methods employed to carry out a searching sweep and a clearing sweep. Use of Dan-laying vessels and Mark Boats. Method of buoying an area. Method of plotting on a chart sweeping carried out.

6*th Day.*
A.M. Lecture.—Bottom sweep.

7*th Day.*
A.M. and P.M. Sea.—Clear an area, dummy mines laid if possible. vessels working in pairs. Dan-laying vessels or mark boats being employed.

8*th Day.*
A.M. and P.M. Sea.—Clear an area, dummy mines laid if possible, vessels working three or more abreast. Dan-laying vessels or mark boats being employed.

9*th Day.*
A.M. Lecture.—Oropesa Sweep. Inspect gear. Method of rigging gear.
P.M. Lecture.—Method of carrying out searching and clearing sweep. Formations, altering course, &c.

10*th Day.*
A.M. Sea.—Oropesa Sweep, practice getting sweep out and in vessels working singly.
P.M. Sea.—Practice as a Flotilla, altering course, formations, &c.

11*th Day.*
A.M. and P.M. Sea.—Clear an area, dummy mines laid if possible. Dan-laying vessels or mark boats to be used.

12*th Day.*
A.M. Lecture.—Method of rigging and dropping a Dan-buoy. Hints on minesweeping. Revision.

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VIII.

IX.

Divisional Courses (20 days).—*See* Article 145.

X.

P. and R.T. Courses (42 days).—*See* Article 145.

APPENDIX C.

SYLLABUS OF TRAINING.

R.N.V.R. MEN.

I. *Gunnery.*

1. *Qualifying Course for S.G.*

The Course is divided into four parts covering 56 days. Candidates must have completed a Musketry Course at R.N.V.R. Headquarters before presenting themselves for Part I. Part I must be taken first; Parts II, III and IV may be taken in any order. Men able to take more than one part during one year may do so.

An examination is held at the end of each subject. Candidates will be passed or failed, 65 per cent. being required to pass. On passing all parts, candidates will be rated S.G.

Course by arrangement at one of the Gunnery Schools.

PART I.

Qualification in Branch.

	Length of Course. Working Days.	*Marks.*
Gun drill	3	100
Stripping	2½	50
Fire control	2½	50
Shooting appliances	1	–
Firings	1	–
	10	200

PART II.

*Shooting, instructional appliances	1	–
Fire control	5	100
Director and sighting	2	50
Firings	2	–
	10	150

PART III.

Field training	5	100
Machine gun	2	40
Ammunition	3	60
	10	200

PART IV.

Hydraulics	5	100
Turret drill	5	100
	10	200

* Half an hour each day during Fire Control and Director will also be devoted to Shooting Instructional Appliances.

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2. *Re-qualifying S.G. Course.*

This course will be divided into two parts lasting two weeks (10 working days) each as follows :—

First Part.

Gun Drill	2 days	150 marks.
Stripping	2 days	100 marks.
Hydraulics	3 days	100 marks.
Turret Drill	3 days	150 marks.

Second Part.

Field Training	2 days	200 marks.
Machine Gun	1 day	—
Ammunition	2 days	100 marks.
Fire Control	3 days	100 marks.
Director	1 day	—
Firings	1 day	—

NOTE.—Both parts can be taken at one time if desired.

Candidates will be passed or failed, 65 per cent. being required to pass.

Examination is held at the end of each subject.

Course will be held monthly from May to September inclusive in one of the Gunnery Schools.

3. *Qualifying G.L.2 Course.*

To be eligible for this course, a man must hold the rating of S.G. and be recommended.

Before commencing the course, candidates will be required to pass the eyesight tests laid down for similar ratings, R.N.

The full R.N. Course of 40 working days is to be taken in two courses of 20 working days each in consecutive years.

A four-weeks' course consisting of :—

Part I.—

Gun Drill	6 days.
Stripping	6 ,,
Shooting Appliances	4 ,,
Fire Control	2 ,,
Firings	1 day.
Examination	1 ,,
Total	20 working days.

A four-weeks' course consisting of :—

Part II.—

Ammunition	2 days.
*Stripping and Gun Drill	3 ,,
Rangefinder	1 day.
Shooting Appliances	4 days.
Fire Control	2 ,,
H.A. Gun Control	2 ,,
Sighting	2 ,,
Firings	2 ,,
Examination	2 ,,
Total	20 working days.

On passing both parts candidates will be rated G.L.2.

Candidates will be passed or failed, 65 per cent., and a "satisfactory" assessment for shooting being required to pass.

There will be no examination in subjects marked * in Part II. of Course.

4. *Requalifying G.L.2 Course.*

Before commencing the course, candidates will be required to pass the requalifying eyesight test laid down for similar ratings, R.N.

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A four weeks' course consisting of :—

Shooting instructional appliances	4 days.
Fire Control, practical	2 „
H.A. Gun Control	1 day.
Ammunition	1 „
Sights, practical	1 „
Firing	1 „
Gun Drill and Stripping	8 days.
Examination	2 „
Total	20 working days.

Examination will be held at the end of each subject.

Candidates will be passed or failed, 65 per cent. and a "satisfactory" assessment for shooting being required to pass.

Course will be held by arrangement in one of the Gunnery Schools.

G.L.2's will be required to requalify in each period of service.

5. *Voluntary Courses.*

A two-weeks' course as laid down for qualification in branch for R.N.V.R. men (para. (1)).

6. *Ordnance Artificers, R.N.V.R.*

(14 days' training at sea.)

To be performed in 1st year of service.

During this period, Ordnance Artificers are to be given a practical workshop examination and should satisfy the Examining Officer that they have sufficient knowledge to carry out the duties of Ordnance Artificers, 4th Class; a knowledge of hydraulics or an intimate knowledge of service instruments will not be required.

7. *Petty Officers R.N.V.R. re-qualifying in G.*

A two-weeks' Course consisting of :—

Ammunition	1 day.
Rangefinder	½ „
Shooting Instructional Appliances	½ „
Fire Control	2½ days.
High Angle	½ day.
General Gunnery	1 „
Director	2 days.
Firings	1 day.
Examination	1 „
Total	10 working days.

Candidates will be passed or failed; 65 per cent. being required to re-qualify.

Course will be held monthly from May to September inclusive, in one of the Gunnery Schools.

8. *Qualifying Course for Rangetakers* (25 *Days*).

Candidates must have passed the eyesight test for rangetakers.

	Length of Course (Working Days).	*Marks.*
Rangefinder	15	–
Silhouettes of Foreign Ships	–	50
Knowledge of R.F.s and mountings	–	200
Testing and removal of errors	–	100
Daily observations	–	–
School course	2	50
Examination	1	–
	18	400

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Sixty-five per cent. is required to qualify, and an assessment of 80 per cent. in daily observations.

9. *Re-qualifying Course for Rangetakers* (5 *Days*).

Candidates must have passed the eyesight test for rangetakers before commencing the course.

	Length of Course. (*Working Days.*)	*Marks.*
Rangefinder - - - - - -	5	–
Knowledge of R.F. mountings - -	–	200
Testing and removal of errors - -	–	100
	5	300

Sixty-five per cent. is required to requalify, and an assessment of 80 per cent. in daily observations.

II.—Torpedo.

1. *Selection.*—Suitable men will be selected by the Commanding Officers of divisions.

a. Qualification in Branch.—(*a*) Torpedo is to be divided into two sections: (i) High Power and Searchlights; (ii) Low Power, Mining and P.V.s.

(*b*) To "qualify in branch" a man need only pass in one section, but may pass in both.

(*c*) On passing, his history sheet is to be noted "Qualified (T) H.P. and S.L." and/or "Qualified (T) L.P., M and P.V.s."

(*d*) A man must requalify in the section, in which he has already qualified, in each period of service, or qualify in the other section. The requalifying course of either section will be the same as the qualifying course.

(*e*) Each section will consist of a two weeks' course (10 working days), including examination, in the Torpedo School.

(*f*) Candidates will be passed or failed.

2. *Qualifying for S.T.*—When qualified in both sections a man will be rated S.T. without further examination, and a notation, "Qualified S.T.," is to be entered on his history sheet by the Torpedo School.

3. A S.T. is to requalify for S.T. or qualify for L.T.O. in each period of service subsequent to that in which he qualified for S.T.

4. The requalifying course for S.T. will be a two weeks' course.

R.N.V.R. *L.T.O.*

5. *Selection.*—Candidates for L.T.O. must be fully qualified S.T.'s, and must be recommended by "Vernon" and by their headquarters. They must further pass the standard L.T.O. examination in school subjects, the papers being set and corrected by the Torpedo School. This school examination will be held twice a year in the various headquarters under the supervision of the Officer Commanding the Headquarters. Candidates who are fully eligible and recommended will be selected by the Officer Commanding their Headquarters to undergo the course for L.T.O. in the Torpedo School.

Before any class commences in the Torpedo School the Service Certificates and History Sheets of the selected candidates are to be forwarded to the Captain of the Torpedo School for his concurrence.

Qualifying for L.T.O.

6. The course will be entirely electrical, and will be the regular service course of 22 working days (four weeks) including examination, in the

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Torpedo School. This may be taken in two periods of two weeks each, one period consisting of High Power and the other of Low Power, or the course may be taken in one period of four weeks. The standard required will be the same as for regular L.T.O.

L.T.O.'s qualifying will do no Mining.

7. An L.T.O. must qualify in each period of service.

Requalifying L.T.O.

8. An Electrical course of 2-weeks' duration will be held in the Torpedo School.

R.N.V.R. Electrical Artificers.

9. A Candidate for Acting E.A., 4th class, must be over 21 and less than 29 years of age, and have five years' practical experience as Fitter and Turner or Instrument Maker (including apprentice time) and must have been employed on electrical work, in addition to satisfactory recommendations from his employer. Before entering any man as Acting E.A., 4th class, trade references on Form B. 201 must be obtained from employers, and candidates must undergo the usual examination in Arithmetic—vulgar and decimal fractions (simple fractions only), dictation and reading. Sixth standard as laid down in the directions for recruiting regular E.A.'s.

The questions on Form B. 219 should also be filled in by the candidate.

In the case of men who are recommended for entry as Acting E.A. 4th class, their entry Forms B.201 and B.219, together with their worked School papers, should be forwarded to the Captain of the Torpedo School for his concurrence before the man is entered.

10. Acting E.A.'s, 4th class, are to perform 14 days' training at sea during their first year of service. During this 14-day period they are to be given a practical workshop examination as Fitter and Turner or Instrument Maker and are to satisfy the examining Officer (the Torpedo Lieutenant) that they have an adequate knowledge of Electrical Machinery to perform the duties of E.A., 4th class (Electrical). A Certificate to this effect, signed by the Torpedo Lieutenant and the Captain of the Ship, is to be attached to the man's certificate. The man is then eligible to be confirmed E.A., 4th class, by the Officer Commanding his Headquarters. If the man is not considered worthy of this certificate, the Officer Commanding his Headquarters is to be informed by letter, from the Captain of the ship in which the sea training took place. Failing this Certificate, an Acting E.A., 4th class, is to lose his rating, but may be entered again as Acting E.A., 4th class, after one year from the date of completing his sea training. A second failure to be final. An intimate knowledge of service instruments and machinery will not be required. E.A.'s will, in addition, undergo a 14 days' course of workshop instruction on electrical repairs, care and maintenance, in a Torpedo School, once in every four years.

S.T.'s, L.T.O.'s, and E.A.'s Numbers.

11. The R.N.V.R. authorities will be responsible that the numbers of these ratings borne do not exceed the numbers allowed.

Drafting to Torpedo Schools for Courses.

12. Each type of course should consist of not less than six men.

Qualifying S.T. Section.	*Length (Working Days).*
High power and searchlights	10
Low power, mining and P.V'.s	10

65 per cent. required to pass in each section.

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Requalifying S.T.

Subject.	*Length (Working Days).*
Electrical	5
Mining and P.V.'s	4
Examination	1
Total	10

65 per cent. required to qualify.
50 per cent. required in each subject.

L.T.O.'s Qualifying.

Subject.	
School	—
Electrical	10
High Power	—
Examination	1
Electrical	10
Low Power	—
Examination	1
Total	22

60 per cent. required to qualify in each subject, H.P. & L.P.
50 per cent. required in each practical examination.
70 per cent. required to qualify in School.
65 per cent. aggregate required to qualify.

L.T.O.'s Requalifying.

Electrical, H.P.	4
Electrical, L.P.	5
Examination	1
Total	10

60 per cent. aggregate required to qualify.
50 per cent. required in each subject.

13. *Petty Officers R.N.V.R. re-qualifying in T.*

A two-weeks' Course consisting of :—

Electrical	5 days.
Mining	3 „
Paravanes	1 day.
Examination	1 „
Total	10

65 per cent. aggregate required to re-qualify; 50 per cent. required in each subject.

III.—*Signals.*

(*a*) Peace Training (42 days' training in 4 years).

20 *drills at Headquarters.* Elementary practical signalling.

First 14 *days' training* in a fully commissioned ship at sea where they will have access to all Signal Books, but during which period they will be accustoming themselves to life in a ship, and will commence to study the Signal Books.

After the first 14 *days' training about one year elapses*—(during which period drills at Headquarters continue—

40 in first year,
24 in subsequent years,

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for period of four years) when men will train at practical signalling, viz. :—

Semaphore -) also obtain a thorough knowledge of the International
Flashing - -) Code of Signals, Allied Signal Manual,* Principal Foreign
Buzzer - -) Ensigns and Flags of all Nations and good knowledge of
V/S Procedure -) the whole of the V/S Instructions and Boats' Signal Book.

Second 14 *days'* training is carried out at a Signal School after a man has been rated Signalman; it is during this period of training that the man has opportunity for instruction in the Signal Manual, Fleet Code and Coding Instructions, and the two weeks will be devoted to covering the basic principles of these books.

Syllabus.

Signal Manual. *First Week.*

Plates I—VI inclusive.

Chapter I. Articles 2, 4, 5, 6, 7, 12, 20, 22, 23, 24, 26, 27, 28, 29, 31, 34, 35, 36, 37, 41, 44, 48, 54, 61, 62, 65, 66, 71, 72, 79, 94, 99, 101 (8—18), 106, 114 to 117 and 122.

Chapter II. Articles 138, 140, 141.
,, III. ,, 147, 148, 149, 153, 159.
,, VII. ,, 194, 199.
,, IX. ,, 224, 225, 228 (para. 5), 229, 236.
,, X. All.
,, XI. Articles 256, 257 (general outline only), 258, 259, 260.
,, XIV. All.
,, XV. Articles 295—300 inclusive.
,, XVIII. All except Article 323.
,, XIX. General outline only.
,, XX. All.
,, XXII. Articles 366, 368, 373—377 inclusive.

Second Week.

Fleet Code.
Coding Instructions.
V/S Instructions (résumé only).
Practical coding.
V/S material.
Examination.
Daily—Semaphore.
Flashing.
Buzzer.

Examination for Qualification in Branch.

——	Allotted.	Percentage to Pass.
Semaphore	100	94
Flashing	100	94·7
Buzzer	100	85
Oral (including material)†	100	80
Paper.—To consist of 15 questions, 10 on Naval Signalling and 5 on International Code and Allied Signal Manual * Ensigns.	150	80

Men who fail to pass this examination may be removed from the Signal Branch, at the discretion of the Commanding Officer of the Division.

* To be eventually superseded by the Convoy Appendix.
† Heliograph will not be included.

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Third 14 *Days' Training.*—After a period of about one year.

Training in every branch of a Signalman's duties carried out in a fully commissioned ship at sea.

Voluntary Courses for Signal Ratings.

A course of four weeks consisting of :—

Semaphore - - - -
Flag Waving - - - -
Flashing - - - - -
Buzzer - - - - -
} Exercised daily at standard rates.

First Week.

Signification of Signal Flags and Pendants.
Manœuvring Signal Instructions.
Definitions.
Manœuvring Signals, including Alter Course, Forming and Disposing Equal Speed and Stationing Signals.
Use of Distinguishing Signals.
Organisation of Fleet.
W/T Lecture (based on Signal Manual, Chapters IV., V., XII., and XIII.).

Second Week.

Procedure for Signalling by Flags, Flashing, Semaphore, Sound and Telephone, Procedure Signals.
Practical Signalling and Manœuvring.
W/T Lecture (based on Signal Manual, Chapters IV., V., XII. and XIII.).

Third Week.

Instruction in Signal Manual to complete the entire book.
W/T Lecture (based on Signal Manual, Chapters IV., V., XII. and XIII.).

Fourth Week.

Instruction in V/S Instructions, and Coding Instructions.
Practical Coding.
Signal Material.
International Code.
Allied Signal Manual.*
Examination.

The four weeks voluntary course will be followed by examination for higher rating :—

Passing for	Leading Signalman, R.N.V.R.			Yeoman, R.N.V.R.		
	A.	B.	C.	A.	B.	C.
Semaphore -	100	20	96	100	20	98
Flag Waving -	100	12	96	100	12	96
Flashing - -	100	10	94·7	100	10	97·3
Buzzer - -	100	Standard exercise.	85	100	Standard exercise.	90
Part I. - -	100	—	85	100	—	90
Part II. - -	100	—	85	100	—	90
Coding - -	100	—	85	100	—	90
Oral - - -	100	—	85	100	—	90

A = Number of marks allowed.
B = Rate of sending per minute.
C = Percentage of marks required to pass.

* Heliograph will not be included.

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Composition of—

Part I.—About 12 questions on subjects contained in Naval Signal Books (except Coding Instructions, Boats' Signal Book).

Part II.—About 12 questions on International Code of Signals, Allied Signal Manual,* Principal Foreign Ensigns, Coding Instructions, Boats' Signal Book.

Oral.—Questions on Parts I. and II.

Coding.—To code and decode practical examples from all codes.

Men unable to attend the full course of 28 days may take the course in two parts of 14 days each, an examination in the subjects taken being held at the conclusion of each part, to be of the same standard as that laid down for the full course.

The Syllabus of the divided course is as follows :—

Semaphore, Flag Waving, Flashing, Buzzer: Exercised daily at standard rates.

PART "A" (fourteen days).

General Contents of Signal Books.
Significations of Flags and Pendants.
Drafting Messages.
How to make and reply to certain messages.
Procedure for signalling by flags, flashing, sound, semaphore, flag waving and telephone.
Distinguishing Signals and their uses.
Fleet Code.
Allied Signal Manual.
Boats' Signal Book.
International Code.
Examination.

PART "B" (fourteen days).

Manœuvring Instructions.
Manœuvring Signals.
Manœuvring with model ships on mooring board.
Resultant order problems.
Coding Instructions.
Special and Miscellaneous Signals for certain occasions.
Enemy Reports and Distress messages.
K.R. and A.I.
Auxiliary Vessels Signal Book.
Examination (includes Practical, and general paper on subjects in Syllabus).

(*b*) *War Training.*

In war, R.N.V.R. signal ratings will be required to reach the same standard as R.N. ratings.

(*c*) CHIEF YEOMAN AND YEOMAN OF SIGNALS, R.N.V.R. QUALIFICATION FOR RANK OF SIGNAL BOATSWAIN, R.N.V.R. SIX WEEKS' COURSE.

Candidates of the rating of Chief Yeoman of Signals and Yeoman of Signals, R.N.V.R., wishing to qualify for the rank of Signal Boatswain, R.N.V.R., should previously have passed a standard examination at H.M. Signal School, Portsmouth, for the rating of Yeoman of Signals, R.N., as laid down in O.U. 5298 "Instructions for the Training and Examination of Officers and Men in Signals," Course No. 3.

* To be eventually superseded by the Convoy Appendix.

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2. Candidates will be required to have embarked in a Battleship of the Atlantic Fleet for a Spring Cruise. While so embarked, they are to be given practical instruction in the working of all branches of the Department, *e.g.* :—

Duties of Yeoman of the Watch.
Duties of Yeoman of the Distributing Office.
Duties of Yeoman in charge of the stores and cleanliness of the Department.
Duties of Divisional Yeoman.

These duties are to be performed under the supervision of the Yeoman of Signals, R.N., in charge of the duty mentioned.

3. Subsequently, if recommended for advancement by the Commanding Officer of the ship in which they have embarked, they will be required to attend a course of six weeks (30 working days) at H.M. Signal School, Portsmouth. This course will be on the same lines as that laid down in O.U. 5298 for Course No. 2, except that the passing standard for the various subjects will be as follows :—

	Maximum Marks.	*Passing Marks.*
Part (*a*) - - - - - - -	200	170
Part (*b*) - - - - - - -	100	85
Part (*c*) - - - - - - -	200	170
Part (*d*) - - - - - - -	100	85
Part (*e*) Manœuvring Manual and taking charge at the Mast at Signal Exercise as on Service - - -	100	85

IV.—*Wireless Telegraphy.*

(1) Ordinary Seamen allocated to the Telegraphist Branch will be rated Ordinary Telegraphist, and should commence elementary W/T training at once, *i.e.*, in sending and receiving the Morse code and in procedure. They should be loaned the Admiralty W/T Handbook for home study.

(2) *First Training Period* (14 days at sea).

Will spend as much time in a cabinet as possible in order to apply the knowledge of Morse to practical operating. At least two days' instruction are also to be given in coding, and an opportunity given of seeing and having explained all signal books.

Headquarter Drills.

(*a*) *Technical* - -	Elementary Spark Theory; Starting up Spark Set; Reception, Theory, and Practical, with Crystal Set; Elementary Arc Theory; Starting up Arc Set; Valve Reception; Elementary Theory; Practical Valve Reception; Valve Transmission Elementary Theory.
(*b*) *W/T Organisation* -	Methods of handling W/T messages. W/T Guards system.
(*c*) *Procedure* - -	Morse Code, Principal single letter Procedure Signals; Practical Procedure Exercises; Standard Buzzer Exercises.

Note.—Periods of naval training should not be separated by more than two years.

An Ordinary Telegraphist will be advanced to Telegraphist when qualified under Article 177, paragraph 1.

(3) *Second Training Period* at Signal School, after a man has been rated Telegraphist.

A two weeks' course at the Signal School, Portsmouth, consisting of Theory of Spark, Practical Instruction on Service Sets, Instruction in

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Coding, Résumé of Allied W/T procedure, and an examination, the passing of which will be regarded as qualification in branch.

(*Note.*—The examination will be of a similar standard to that for Signalmen qualifying in branch—Appendix C. III.)

Headquarter Drills as in (2).

(4) *Third Training Period* (14 days' seagoing).

To keep watch in a cabinet under a good operator, and finally, before leaving, to keep watch alone.

(5) Men who fail to pass the examination referred to in paragraph (3) above or who are considered unsuitable at any time during the first three periods of training may be removed from the W/T Branch, at the discretion of the Commanding Officer of the Division.

(6) *Voluntary four weeks' W/T Course.*

Open only to men who have qualified in W/T as above and have re-engaged for their second period of training.

A four weeks' course at Signal School, Portsmouth, consisting of Instruction in W/T Organisation and Procedure, and theoretical and technical instruction in W/T subjects generally, including recent developments.

The course will be followed by an examination, on passing which Telegraphists will be eligible for advancement to Leading Telegraphist.

Men unable to attend the full course of 28 days may take the course in two parts of 14 days each, the examination being held at the conclusion of each part of the same standard as that laid down for the full course of 28 days.

(7) Course for Advancement to Petty Officer Telegraphist R.N.V.R. Four Weeks' Course.

Candidates wishing to qualify for Petty Officer Telegraphist, R.N.V.R., will be required to have embarked in a ship (Cruiser or above) of the Atlantic Fleet for a Spring Cruise. While so embarked they are to be given practical instruction in the working of all sets fitted, to keep cabinet watch in the main and third offices (not necessarily as operator of the watch), to be instructed in the care and maintenance of secondary batteries, alternators, etc., and in the internal organisation of the W/T department of a ship.

Subsequently, if recommended for advancement by the Commanding Officer of the ship in which they have embarked, they will be required to attend a course of four weeks at H.M. Signal School, Portsmouth. This course will be on the same lines as that laid down in O.U. 5298, "Instructions for the Training and Examination of Officers and Men in Signals," for Course No. 15, and may be taken for the full period of 20 working days, or divided into two periods of 10 working days each.

The Syllabus will be similar to that for Course No. 15, but more time will be allotted to Theory and less to Practical.

The examination will be on similar lines to that for Course No. 15, but the percentage of marks required to pass will be as follows :—

For full course, or on conclusion of Part B (10 working days) :—

Paper (Theory)	70 per cent.
Paper (Procedure and Organisation)	80 ,,
Oral	80 ,,
Practical Procedure	80 ,,
Standard Buzzer—Receiving	90 ,,
,, ,, Transmitting	85 ,,

For Part A (10 working days) marks required to pass will be as for Course No. 15, but the Syllabus will include more advanced subjects.

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(8) QUALIFICATIONS FOR RANK OF WARRANT TELEGRAPHIST, R.N.V.R. FOUR WEEKS' COURSE.

Candidates wishing to pass for Warrant Telegraphist, R.N.V.R., will be required to produce a certificate as having passed Grade I of the City and Guilds of London Institute's examination in "Radio-communication." They will then be required to embark in a Battleship of the Atlantic Fleet for a Spring Cruise. While so embarked they are to be given instruction on similar lines to that for candidates for Petty Officer Telegraphist, R.N.V.R.

Subsequently, if recommended for promotion by the Commanding Officer of the ship in which they have embarked, they will be required to attend a course of four weeks (20 working days) at H.M. Signal School, Portsmouth. This course will include instruction and examination in Service W/T Installations, Procedure, Organization and Coding, and Standard Buzzer Exercises.

The passing standard for the various subjects will be as follows :—

W/T Technical (Transmitting and Receiving Installations)	85 per cent.
Procedure, Organisation and Coding—	
Practical Procedure	80 ,,
Procedure Paper	80 ,,
Organisation Paper	80 ,,
Coding Paper	70 ,,
Standard Buzzer—Transmitting	95 ,,
,, ,, Receiving	95 ,,

V.

VI.—*Mine Sweeping.*

Course to last 10 working days.

Sea Training to be carried out in Trawlers.

1st Day.

A.M. Lecture.—"A" Sweeping gear. Passing sweep. Sighting sweep, etc.

P.M. Visit Trawler.—Reeve Gear.

2nd Day.

A.M. and P.M. Sea.—Pass sweep, sight sweep. Vessels working in pairs.

3rd Day.

A.M. and P.M. Sea.—Pass sweep, sight sweep, etc., vessels working three or more abreast.

4th Day.

A.M. and P.M. Sea.—Clear an area using "A" Sweep. Dummy mines to be laid if possible. Dan-laying vessels or mark boats to be employed.

5th Day.

A.M. Lecture.—Bottom Sweep.

P.M. Visit Trawler.—Reeve gear.

6th Day.

A.M. and P.M. Sea.—Bottom sweep. Passing and sighting sweeps. Procedure when sweep parts.

7th Day.

A.M. Lecture.—Oropesa Sweep.

P.M. Visit Trawler.—Reeve gear.

8th Day.

A.M. and P.M. Sea.—Oropesa Sweep.

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9th Day.

A.M. and P.M. Sea. Clear an area using Oropesa Sweep. Dummy mines to be laid if possible. Dan-laying vessels or mark boats to be employed.

10th Day.

A.M. Sea.—Practical demonstration of method of rigging and dropping a dan-buoy.

P.M. Lecture.—General revision.

VII.—*Accountant Duties.*

Writers.

Divisional Headquarters.

(1) Theoretical instruction in the subject matter set out in—

(*a*) Chapters XLIV, XLV, XLVI, XLVII, XLVIII, XLIX, XXIII, King's Regulations and Admiralty Instructions.

(*b*) Fleet Orders relating to Pay and Pay Accounts of the Naval Service. It is the duty of the Writer borne on the Permanent Staff of the Divisional Headquarters to impart the above instruction and to amplify it as far as possible by practical illustration.

(2) Typewriting.

Afloat.

Practical instruction in the Ships' Office in the subjects covered by (1) (*a*) and (*b*) above.

VIII.

IX.—*Petty Officers' Course.*

The Courses are carried out in R.N. Barracks at the three Home Ports and not in any specific instructional establishment since it is undesirable that instruction in these subjects should come to be regarded as the province of any particular technical school.

The syllabus consists partly of Lectures and partly of Drill.

(*a*) The Lectures deal primarily with the following subjects:—Discipline, Esprit de Corps, and Leadership; Duties and Responsibilities of Petty Officers; King's Regulations, their purpose and application; Naval Traditions and Customs; Naval History as illustrating the application of Naval Traditions and importance of fighting morale; Naval Uniform, Evolution of the Seaman, Trade and its connection with the Navy, Elementary Finance and Kindred subjects are touched upon;

(*b*) The Drill syllabus consists of Field Exercises and P. and R.T. and forms a very important part of the Course. It is designed to bring out the practical side of subjects dealt with in the lectures, and aims primarily at giving practice in the exercise of command.

This Course may be taken by Chief and Petty Officers of the Seaman and Communications Branches only.

Course lasts approximately 38 days.

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Appendix D.

The regulation kit for each member of the Royal Naval Volunteer Reserve is as follows :—

Chief Petty Officers, Petty Officers with one year's mobilised service as Petty Officer and confirmed in the rating, and men not dressed as seamen.

1 pair of blue cloth trousers.
1 long jacket, double-breasted, cloth.
1 cloth waistcoat.
1 blue jersey.
†2 flannels.
1 cap and badge.
2 cap covers, white.
1 pair of braces.
1 black silk necktie.
1 pair boots.
1 bag, seaman's.
*Blue serge working dress—1 long jacket, single-breasted, serge; 1 serge waistcoat; 1 pair serge trousers.
2 tunics, drill.
2 pairs trousers, drill or duck.
1 pair of flax leggings.
Distinguishing badges for jackets.

Men dressed as Seamen.

1 pair blue serge trousers. } No. 1
1 blue serge jumper. } dress.
1 blue jersey.
2 blue jean collars.
2 flannels.
1 cap and 2 cap ribbons.
2 cap covers (white) or 1 duck cap.
†† 1 knife and lanyard.
1 black silk handkerchief.
1 pair boots.
1 bag, seaman's.
1 blue serge jumper. } Blue serge
1 pair blue serge trousers. } working dress.
2 duck jumpers. } White
2 pairs trousers, duck. } working dress.*
1 pair of flax leggings.
Distinguishing badges for jumpers.
Seamanship Manual, Vol. I (issued on entry to Seaman Ratings only).

(2) The following articles will be lent to each rating when embarked from the stocks kept in H.M. Ships :—

1 hammock, with clews and lanyards.
1 bed.
1 blanket.
1 bedcover.
1 oilskin suit (to be issued on loan, if and when necessary, from the stocks kept in H.M. Ships for issue on loan to men on exposed duties, &c.).

One waterproof coat (oilskin) may be issued *on loan*, as necessary, to men embarked during the winter months.

(3) *Uniform for Bandmaster (C.P.O.).*

1 blue serge tunic with gilt crown and anchor pattern buttons and brass lettering R.N.V.R. on shoulder straps.
1 pair blue serge trousers with ¼ in. red piping in the outside seams
1 peak cap.
1 cap badge, gold, Pattern 48.
2 cap covers.
1 pair web leggings.
1 pair half boots.
Distinguishing badges—as laid down in Article 48.

Uniform for Assistant Bandmaster, Band Corporal, and Bandsman.

1 blue serge tunic with brass crown and anchor pattern buttons and brass lettering R.N.V.R. on shoulder straps.
1 pair blue serge trousers with ¼-in. red piping in the outside seams.
1 peak cap.
1 cap badge, red, pattern 52.
2 cap covers.
1 pair web leggings.
1 pair half boots.
Distinguishing badges and badges of rating as laid down in Article 48.

(4) For kit arrangements on mobilisation for war, *see* Article 46.

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* A blue jean working suit may be issued on loan in H.M. Ships and Training Establishments to all Engine Room and Artisan ratings while under training.

† Men not dressed as Seamen have the option of taking up two white shirts and three white collars in lieu of two flannels allowed.

†† The knife is compulsory in the kit of Seaman Branch Ratings only.

††† A cap ribbon bearing the name of the ship in which the man is embarked for training is also to be supplied gratuitously on every occasion of embarkation. The R.N.V.R. ribbon is to be worn while under training in the Depôts and Shore Establishments.

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APPENDIX E.

RETURNS, &c. TO BE RENDERED.

All Returns for the Admiral Commanding are to be forwarded through the R.N.V.R. Committee.

Form.	Authority.	Description.	When due.	By whom to be rendered.	To whom.
MONTHLY.					
R.N.V. 13	Art. 436	Return of Strength	1st of month	Commanding Officer of Division (in duplicate).	Admiral Commanding.
R.N.V. 5	Art. 69	Officer Instructor's Diary	,, ,,	Officer Instructor (through Commanding Officer of Division).	,, ,,
R.N.V. 5a	Art. 79 (3)	C.P.O. Instructor's Diary	,, ,,	C.P.O. Instructor	Officer Instructor.
R.N.V. 03	Art. 104. Mob. Instrs.	Confidential	,, ,,	Officer Instructor	Admiral Commanding.
M.S.	Art. 227	Report of Swimming Instruction	,, ,,	Commanding Officer of Division (in duplicate).	,, ,,
QUARTERLY.					
S. 83, Part II.	Art. 424	Clothing account	Within 30 days of end of quarter.	Accountant Officer (through Commanding Officer) of Division.	Director of Victualling.
S. 29	Art. 329	Cash account	Within 21 days of end of quarter.	,, ,, ,,	Accountant General of the Navy.
HALF-YEARLY.					
S. 282	—	Candidates for examination for Petty Officer and higher ratings in all branches.	1st April and 1st October.	Commanding Officer of Division.	Admiral Commanding.
ANNUAL.					
R.N.V. 2	Art. 312	Claim for Bounties	1st December	,, ,, ,,	,, ,,

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M.S. - -	—	State of Batteries, Drill Halls and Buildings.	1st January - -	Commanding Officer of Division.	Admiral Commanding.
M.S. - -	—	Report on Recruiting for the year ending previous 31st March.	1st May - -	" " "	" "
M.S. - -	—	Recommendations for alteration of Establishment of training equipment in all branches.	1st August - -	" " "	" "
S. 289 - } S. 290 - }	Art. 228	Report of Rifle Practice - - -	31st October -	Commanding Officer of Division.	" "
M.S. - -	Art. 415	Report by Officer Instructor of Examination of Gun Mounting, &c.	On completion of examination.	Commanding Officers of Divisions and Outlying Sub-Divisions.	" "
S. 100 -	Art. 424	Mess Trap Account - - -	At end of year or on change of Accountant Officer.	Accountant Officer (through Commanding Officer) of Division.	" "
S. 83, Pt. III.	"	Implement Account - - -			
R.N.V. 21 -	Art. 405	Naval Store Account - - - -	On change of Accounting Officer.	Officer Instructor - -	Naval Store Officer at the Yard from which the Division is stored.
M.S. - -	—	Pensioners Class "A" R.F.R. serving as Instructors.	31st December -	Commanding Officer of Division.	Admiral Commanding.
OCCASIONAL.					
R.N.V. 16 -	Art. 258	List of R.N.V.R. ranks and ratings for training.	—	" " "	" "
R.N.V. 17- S. 206 and S. 450 (copy)	264 Art. 434	Report on R.N.V.R. ranks and ratings	On completion of training.	Commanding Officer of Ship.	" "
R.N.V. 11 -	Art. 51 I (8)	Application for Volunteer Decoration (Officers).	—	Commanding Officer of Division.	" "
R.N.V. 12 -	Art. 51 II (11).	Application for Volunteer L.S. and G.C. Medal (Men).	—	" " "	" "
S. 1418 -	Art. 417	Naval Armament Store Inventory Account.	Biennially and on change of Accounting Officer.	Officer Instructor - -	Chief Superintendent of Armament Supply (Admiralty).
S. 1423 -	"	Naval Armament Store Account - -			

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APPENDIX F.

List of Postal and Registered Telegraphic Addresses.

Division or Outlying Unit.	Postal Address.	Registered Telegraphic Address.
Admiral Commanding	Admiralty, 58, Victoria Street, London, S.W.1.	Adviwit, Sowest, London.
R.N.V.R. Committee	58, Victoria Street, London, S.W.1.	Advolcom, Sowest, London.
London - - -	H.M.S. "President," R.N.V.R. Drill Ship, Victoria Embankment, London, E.C.4.	Navalteer, Fleet, London.
Clyde - - -	Whitfield Road, Govan, Glasgow.	Navalteer, Glasgow.
Greenock - -	H.M.S. "Carrick," R.N.V.R. Drill Ship, Greenock.	——
East Scottish - -	H.M.S. "Claverhouse," R.N.V.R. Drill Ship, Leith.	Navalteer, Leith.
Dundee - - -	H.M.S. "Unicorn," R.N.V.R. Drill Ship, Dundee.	Navalteer, Dundee.
Bristol - - -	H.M.S. "Flying Fox," R.N.V.R. Drill Ship, Bristol.	Navalteer, Bristol.
Newport - -	H.M.S. "Mutine," R.N.V.R. Drill Ship, Newport.	——
Mersey - - -	H.M.S. "Eaglet," R.N.V.R. Drill Ship, Liverpool.	Navalteer, Liverpool.
Manchester - -	H.M.S. "Irwell," R.N.V.R. Drill Ship, Manchester.	——
Sussex—		
Brighton and Hove	5, Victoria Terrace, Hove	Navalteer, Hove.
Eastbourne - -	R.N.V.R. Drill Hall, Eastbourne, Sussex.	——
Newhaven - -	R.N.V.R. Drill Hall, Newhaven, Sussex.	——
Hastings - -	R.N.V.R. Drill Hall, St. Leonards-on-Sea, Sussex.	——
Tyne - - -	H.M.S. "Helicon," R.N.V.R. Drill Ship, Elswick, Newcastle-on-Tyne.	Navalteer, Newcastle-on-Tyne.
North Shields -	H.M.S. "Satellite," R.N.V.R. Drill Ship, North Shields.	——
Ulster - - - Belfast.	H.M.S. "Caroline," R.N.V.R. Drill Ship, Belfast.	Navalteer, Belfast.

Note.—Any alterations that may be required from time to time in the above Address List are to be reported to the Admiral Commanding by the Commanding Officer of the Division concerned.

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APPENDIX G.

List of Books and Documents to be produced at the Annual Inspection of the R.N.V.R. Divisions and Outlying Units—to be ready in a convenient place for examination by the Inspecting Officer.

Sub-Division Record Books.
Officer Instructor's Diary (Headquarters only).
Store Accounts.
Guard Books of Temporary Memoranda, issued by the Admiral Commanding and R.N.V.R. Committee.
R.N.V.R. Regulations and Addenda.
List of all Confidential and Signal Books on charge (if any) with a Certificate noted thereon by the Commanding Officer that such books have been mustered, are correct, and in safe custody.
Books of Reference Account.
Service Certificates of Petty Officers and Men.
Accounts of Public Funds.
Canteen Rules and Account (where a canteen has been authorised).
Arms Stores (Account of Keys).

APPENDIX H.

List of Printed R.N.V. Forms.

R.N.V. No.	
1	Application for Enrolment.
2	Claim for Bounties.
5	Diary of Officer Instructor.
—	Diary of Petty Officer Instructor.
10	Certificate of Service.
11	Application for R.N.V.R. Decoration (Officers).
12	Application for R.N.V.R. Long Service and Good Conduct Medal (Men).
13	Monthly Return of Strength of R.N.V.R.
16	List of R.N.V.R. ranks and ratings embarking for training.
17	Report on R.N.V.R. ranks and ratings on Completion of Training Afloat.
19	Sub-Division Record of Services.
20	Demand to Replenish—Consumable Stores.
21	Abstract Statement of Naval Stores, including Inventory Stores.
25	Application and Declaration of Medical Officers.
27	,, ,, ,, Dental ,,
03	Appropriation on Mobilisation.

Note.—Demands for these Forms, as required, should be transmitted, on Form S 134D, to the Superintendent, Royal Naval Store Depôt, West India Docks, London, E.14, except R.N.V. 25 and 27, which should be demanded from the R.N.V.R. Committee.

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APPENDIX I.

Rules for Canteens.

In order that all Canteens, R.N.V.R., should be conducted on similar lines, the following orders are to be embodied in all R.N.V.R. Canteen Rules.

Attention is called to the fact that in each case the institution of a R.N.V.R. Canteen is subject to the written approval and authority of the Admiral Commanding :—

1. Membership is to be restricted to Officers, Honorary Officers, Petty Officers and men of the R.N.V.R.

2. No person other than members of the Canteen shall be allowed to purchase anything from the Canteen, but members may introduce visitors. No visitor shall pay for any drink, meal, or other refreshment in the Canteen, nor remain in the Canteen buildings in the absence of the member who introduced him, nor be on the premises at any hour when licensed houses are by law closed to the public (except on occasions when sanctioned by the Committee subject to the approval of the Commanding Officer of the Division).

3. No quarrelling, gambling, drunkenness, bad language or other misconduct is permitted.

4. No intoxicating liquors shall be supplied for consumption off the premises.

5. There is to be at all times a manager or sub-manager on duty in the Canteen, and to him shall be committed the exercise of the following powers, and the performance of the following duties :—

(i) To exercise control over the playing of all games.

(ii) To exclude from the Canteen premises for the remainder of the evening any member infringing any byelaw or rule.

(iii) To decide all disputes which require immediate settlement, and to be responsible for the due observance of the rules and the maintenance of order on the premises.

(iv) To report to the President of the Canteen Committee all disputes and his decision thereon, if any, and all breaches of rules and byelaws.

6. The Canteen Committee shall be constituted as follows :—

(1) At Headquarters.—The President, who is to be a Commissioned Officer, is to be appointed by the Commanding Officer of the Division, and there shall also be appointed by the Commanding Officer of the Division at least four other members, Petty Officers and men being eligible, each Company at headquarters being represented by at least one member.

(2) At outlying Units.—The President is to be the Senior Lieutenant-Commander of the sub-Divisions *ex officio*, and there shall be at least four other members appointed by the Commanding Officer of the senior sub-Division from the sub-Division or sub-Divisions at the place where the outlying establishment is situated, each sub-Division being represented.

Such Committees are responsible to the Commanding Officer for the management and conduct of the Canteen and for enforcing the due observance of the Canteen rules and regulations. All action of the Committee must be subject to the approval of the Commanding Officer of the Division.

7. All contracts for the supply of articles to the Canteen shall be approved by the Canteen Committee. who shall fix the retail prices as low

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as they may deem expedient and possible. The price list so fixed shall be posted in a conspicuous place in the Canteen or Mess Deck.

8. The Canteen Accounts shall be audited and stock taken, at any time thought necessary by the Commanding Officer, and at least once every year, three Officers being detailed for this work by the Commanding Officer, unless a firm of Chartered Accountants is engaged. The statements of accounts shall be posted after each audit in the Canteen or Mess Deck.

9. Canteen rules and regulations are to be posted in some conspicuous place in each Canteen or Mess Deck.

APPENDIX J.

STANDARD FOR MEDICAL EXAMINATION OF R.N.V.R. RECRUITS.

The following standard for the medical examination of R.N.V.R. recruits has been laid down :—

(1) *Vision.*
Same for all ages.
Normal colour vision.
Absence of squint or deformity.
Best eye 6/9ths, other 6/18ths.
Glasses to be allowed in special ratings other than Signal, when preliminary training is finished.

(2) *Hearing.*
To hear ordinary conversation with either ear.
In all other respects the Admiralty Regulations are to be followed, provided that a certain latitude be allowed in the case of especially desirable candidates or those engaged in trades especially required in the Force.

(3) *Teeth.*
No specified number required, but a sufficiency of opposing incisors and molars on both sides.

(4) *Height and Chest.*
Under 20 years :—Height 5 ft. 1 in. Chest 32.
Over 20 years :—Height 5 ft. 2 in. Chest 33.
Every additional 2 inches of height to require one additional inch in chest measurement.

(5) *Varicocele and Varicose Veins.*
Not to cause rejection unless very marked.

NOTE.—The same standards are to apply to Executive Officers, except that in their case vision should be :—
Best eye 6/6ths, other 6/12ths.

APPENDIX K.

(TABLE OF RELATIVE RANKS.)

Navy, Army and Air Force Officers.—Officers of the various branches of the Royal Navy shall take relative rank with each other, rank for rank, according to seniority. R.N.V.R. Officers take relative rank as shown in Article 24, R.N.V.R. Regulations.

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The relative rank of Officers of the Royal Navy with Officers of the Army and Air Force shall be as laid down in the following table, and shall take effect in the same manner according to seniority or date of appointment :—

Naval Ranks.	*Army Ranks.*	*Air Force Ranks.*
1. Commodores, 1st and 2nd Class.	Colonels-Commandant / Colonels on the Staff	Air Commodores.
2. Captains	Colonels	Group Captains.
3. Commanders	Lieutenant-Colonels	Wing Commanders.
4. Lieutenant-Commanders.	Majors	Squadron Leaders.
5. Lieutenants	Captains	Flight Lieutenants.
6. Sub-Lieutenants	Lieutenants	Flying Officers or Observer Officers.
7. Commissioned Officers from Warrant Rank.	Second Lieutenants	Pilot Officers.
8. Warrant Officers	Conductors, Royal Army Ordnance Corps; Master Gunners, 1st Class; 1st Class Staff Sergeant Majors.	No equivalent.

(NOTE.—Warrant Officers, R.N., rank with but senior to the above ranks.)

9. Midshipmen	Conductors, Royal Army Ordnance Corps; Master Gunners, 1st Class; 1st Class Staff Sergeant Majors.	No equivalent.

(NOTE.—Midshipmen rank with but junior to the above ranks.)

NOTES.—1. Secretaries holding higher temporary rank by virtue of appointment as such under Article **304**, K.R. and A.I., take relative rank according to their higher temporary rank, and actual service in that rank.

2. Commissioned Officers from Warrant Rank, Royal Marines, and Warrant Officers, Royal Marines, rank with Naval Commissioned Officers from Warrant Rank and Naval Warrant Officers respectively.

APPENDIX L.

EDUCATIONAL TEST—PART I.

(To be held at the discretion of the Commanding Officer.)

The examination will consist of the following papers :—

Paper I. Arithmetic—A simple paper on the first four rules in Arithmetic, simple and compound, with vulgar and decimal fractions (no questions to involve a knowledge of special weights and measures), calculating the average points obtained at practices, making out mess bills, &c. Time allowed, 2½ hours.

Paper II. Writing an ordinary passage of English to Dictation.

A Candidate will be entitled to receive an Educational Certificate, Part I, if he obtains not less than 75 per cent. of the maximum marks in each subject.

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Candidates will be duly informed of the results of the examination and the marks they have obtained.

2. The examination will be held three times annually, viz., on the first Tuesday in March, July and November; Paper I being taken in the forenoon and Paper II in the afternoon. The examination in each paper is on no account to be held before the date and time stated above.

3. The examination may be held in any of H.M. Ships and Establishments. Papers will be sent out from the Admiralty. Commanders-in-Chief, Senior Naval Officers or Commanding Officers are to send a notification to the Admiralty as to how many sets of papers will be required, such notification to arrive at the Admiralty in time for the papers to be despatched so as to reach their destination before the date fixed for the next examination. The number of packets into which the papers should be made up (having regard to the fact that there may be a number of examination centres for each squadron) and also the number of sets to be put in each packet should be stated.

4. The worked papers are to be sent to the Secretary of the Admiralty marked on the cover "Worked Examination Papers." They are to be accompanied by (*a*) a Schedule stating the name of each candidate, his ship and/or examination centre, rating, official number, where he is serving; (*b*) a certificate signed by the Commanding Officer, certifying the date and hour at which the examination in each paper was held, and that the examination was carried out in a proper manner.

Forms for the Schedule and Certificate and a copy of "General directions for the guidance of Officers responsible for conducting the Examinations" will be sent out with the examination papers.

5. No candidate will be admitted to the examination who has not previously been recommended by his Commanding Officer as likely to qualify. For this purpose Commanding Officers should arrange for such preliminary tests as they may consider desirable.

6. The fact that a man possesses an Educational Certificate, Part I, is to be noted on his Certificate (R.N.V. 10) and against his name in the "Remarks" column of the ship's ledger. A man's Educational Certificate Part I, will be kept with his Certificate (R.N.V. 10).

7. In addition to the professional qualifications required for advancement to P.O. rating or grant of progressive pay, men rated Leading Seaman or Leading Signalman before the introduction of the Educational Test, Part I, must possess the Educational Certificate, Part I, or have passed the Educational Test, Part I, as a condition of advancement to Petty Officer or Yeoman of Signals, and for grant of progressive pay in leading rating. Old system ratings of Leading Signalman or Leading Seaman or above must pass the Educational Test, Part I, before they can be transferred to the corresponding new system ratings.

8. Ratings advanced to Leading Seamen or Leading Signalmen before the introduction of the Educational Test, Part I, and subsequently disrated, are not to be regarded as eligible for restoration to the leading rate until they have passed the Educational Test, Part I.

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APPENDIX M.

OFFICERS.

1.—Full Pay and Allowances.

Mobilised service in a confirmed rank only will count for progressive pay. (*See* Article **360**, Clause 2.)

The rates of full pay shown in this Appendix are subject to review every three years (last award 1st July, 1927). The rates shown are daily rates.

Note.—In the case of items marked †, *see* Appendix M1 for revised rates for Officers entered or re-entered on the permanent list of the R.N.V.R. on or after 5th October, 1925. Officers entered as Probationary Officers before that date will come under the old rates of pay. In the case of items marked § *see* Appendix M2 for revised rates for Officers entered after 16th October, 1926.

Rank.	Standard Rate.			Current Rate.		
	£	s.	d.	£	s.	d.
Executive Officers.						
Midshipman (Probationary and confirmed) - -	0	5	0	0	5	0
†Acting Sub-Lieutenant - - - - -	0	10	0	0	9	4
Sub-Lieutenant (Probationary and confirmed) -	0	10	0	0	9	4
†Lieutenant (Probationary and confirmed) on promotion - - - - - - -	0	17	0	0	16	0
† After 4 years' mobilised service - - -	1	0	0	0	18	10
† „ 6 „ „ „ - - -	1	4	0	1	2	6
Lieutenant-Commander on promotion - - -	1	10	0	1	8	2
After 3 years' mobilised service - - -	1	12	0	1	10	0
„ 6 „ „ „ - - -	1	14	0	1	12	0
Commander on promotion - - - - -	2	0	0	1	17	8
After 3 years' mobilised service - - -	2	4	0	2	1	4
„ 6 „ „ „ - - -	2	8	0	2	5	2
„ 9 „ „ „ - - -	2	12	0	2	8	10
Captain on promotion - - - - -	3	0	0	2	16	4
After 3 years' mobilised service - - -	3	5	0	3	1	2
„ 6 „ „ „ - - -	3	10	0	3	5	10
„ 9 „ „ „ - - -	3	15	0	3	10	6
Engineer Officers.						
†Engineer Lieutenant (Probationary and confirmed)	1	0	0	0	18	10
† After 4 years' mobilised service - - -	1	3	0	1	1	8
† „ 6 „ „ „ - - -	1	7	0	1	5	4
Engineer Lieutenant-Commander on promotion -	1	14	0	1	12	0
After 3 years' mobilised service - - -	1	16	0	1	13	10
„ 6 „ „ „ - - -	1	18	0	1	15	8
Engineer Commander on promotion - - -	2	5	0	2	2	4
After 3 years' mobilised service - - -	2	9	0	2	6	0
„ 6 „ „ „ - - -	2	13	0	2	9	10
„ 9 „ „ „ - - -	2	17	0	2	13	6
Chaplains.						
†Chaplain (Probationary and confirmed)- - -	1	0	0	0	18	10
† After 3 years' mobilised service - - -	1	3	0	1	1	8
„ 6 „ „ „ - - -	1	6	0	1	4	6
„ 9 „ „ „ - - -	1	9	0	1	7	4

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Rank.	Standard Rate.			Current Rate.		
	£	s.	d.	£	s.	d.
Special Branch Officers.						
†Lieutenant	0	17	0	0	16	0
† After 4 years' mobilised service	1	0	0	0	18	10
† „ 6 „ „ „	1	4	0	1	2	6
Lieutenant-Commander on promotion	1	10	0	1	8	2
After 3 years' mobilised service	1	12	0	1	10	0
„ 6 „ „ „	1	14	0	1	12	0
Commander on promotion	2	0	0	1	17	8
After 3 years' mobilised service	2	4	0	2	1	4
„ 6 „ „ „	2	8	0	2	5	2
„ 9 „ „ „	2	12	0	2	8	10
Medical Officers.						
Surgeon Sub-Lieutenant (Probationary and confirmed)	0	10	0	0	9	4
Surgeon Lieutenant (Probationary and confirmed)	1	4	0	1	2	6
After 3 years' mobilised service	1	9	0	1	7	4
Surgeon Lieutenant-Commander on promotion	1	15	0	1	12	10
After 3 years' mobilised service	1	17	0	1	14	10
Surgeon Commander on promotion	2	5	0	2	2	4
After 3 years' mobilised service	2	9	0	2	6	0
„ 6 „ „ „	2	13	0	2	9	10
„ 9 „ „ „	2	17	0	2	13	6
Surgeon Captain on promotion	3	5	0	3	1	2
After 3 years' mobilised service	3	10	0	3	5	10
„ 6 „ „ „	3	15	0	3	10	6
„ 9 „ „ „	4	0	0	3	15	2
Dental Surgeons.						
Surgeon Lieutenant (D) (Probationary and confirmed)	1	2	0	1	0	8
After 3 years' mobilised service	1	7	0	1	5	4
Surgeon Lieutenant-Commander (D) on promotion	1	12	6	1	10	6
After 3 years' mobilised service	1	14	6	1	12	6
„ 6 „ „ „	1	16	6	1	14	4
„ 9 „ „ „	2	0	0	1	17	8
NOTE.—Dental officers who are medically qualified are entitled to pay on the Dental Officers' Scale only unless they are appointed for medical duties in addition to their dental duties, when they may be paid on the Medical Officers' Scale if it is more advantageous to them.						
Accountant Officers and Accountant Officers (C).						
Paymaster Sub-Lieutenant (Probationary and confirmed)	0	10	0	0	9	4
†Paymaster Lieutenant on promotion	0	17	0	0	16	0
†After 4 years' mobilised service	1	0	0	0	18	10
† „ 6 „ „ „	1	4	0	1	2	6
Paymaster Lieutenant-Commander on promotion	1	10	0	1	8	2
After 3 years' mobilised service	1	12	0	1	10	0
„ 6 „ „ „	1	14	0	1	12	0
Paymaster Commander on promotion	2	0	0	1	17	8
After 3 years' mobilised service	2	4	0	2	1	4
„ 6 „ „ „	2	8	0	2	5	2
„ 9 „ „ „	2	12	0	2	8	10

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Rank.	Standard Rate. £ s. d.	Current Rate. £ s. d.
WARRANT OFFICERS AND OFFICERS PROMOTED THEREFROM—NON-MECHANICAL BRANCHES.		
Boatswain, Signal Boatswain and Warrant Telegraphist.		
Warrant Officer on promotion	0 14 0	0 13 2
After 3 years' mobilised service	0 15 0	0 14 2
„ 6 „ „ „	0 16 0	0 15 0
„ 9 „ „ „	0 17 0	0 16 0
§Commissioned Officer from Warrant Rank on promotion	0 19 0	0 17 10
§After 3 years' mobilised service	1 1 0	0 19 8
§ „ 6 „ „ „	1 3 0	1 1 8
§ „ 9 „ „ „	1 5 0	1 3 6
§Lieutenant on promotion	1 7 0	1 5 4
§After 3 years' mobilised service	1 8 0	1 6 4
§ „ 6 „ „ „	1 9 0	1 7 4

Lodging and provision allowances will be paid under the same conditions and at the same rates as obtain in the Royal Navy. The rates are liable to revision from time to time and are promulgated in Admiralty Fleet Orders.

APPENDIX M1.

Revised rates of full pay for Officers entered or re-entered on the permanent list of the Royal Naval Volunteer Reserve on or after 5th October, 1925. Officers entered as Probationary Officers before that date come under the old rates of pay shown in Appendix M.

Mobilised service in a confirmed rank only will count for progressive pay (*see* Article **360,** Clause 2.)

The rates of full pay shown in this Appendix are subject to review every three years (last award 1st July, 1927). The rates shown are daily rates.

Rank.	Standard Rate. £ s. d.	Current Rate. £ s. d.
Executive Officers.		
Acting Sub-Lieutenant	0 8 6	0 8 0
Lieutenant (Probationary and confirmed)—		
On promotion	0 15 0	0 14 2
After 4 years' mobilised service	0 17 0	0 16 0
„ 6 „ „ „	1 0 0	0 18 10

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Rank.	Standard Rate.	Current Rate.
	£ s. d.	£ s. d.
Engineer Officers.		
Engineer Lieutenant (Probationary and confirmed)	0 18 0	0 17 0
After 4 years' mobilised service - - -	1 0 0	0 18 10
„ 6 „ „ „ - - -	1 3 0	1 1 8
Chaplains.		
Chaplain (Probationary and confirmed) - - -	0 17 0	0 16 0
After 3 years' mobilised service - - -	1 0 0	0 18 10
Special Branch Officers.		
Lieutenant - - - - - - - - -	0 15 0	0 14 2
After 4 years' mobilised service - - -	0 17 0	0 16 0
„ 6 „ „ „ - - -	1 0 0	0 18 10
Accountant Officers and Accountant Officers (C).		
Paymaster Lieutenant on promotion - - -	0 15 0	0 14 2
After 4 years' mobilised service - - -	0 17 0	0 16 0
„ 6 „ „ „ - - -	1 0 0	0 18 10

APPENDIX M2.

Revised rates of pay for Officers promoted from Warrant rank who (*a*) were, immediately prior to promotion to warrant or higher rank, in receipt of the revised rates of pay as a rating with effect from 5th October, 1925, or (*b*) entered or may enter direct into the Royal Naval Volunteer Reserve after 16th October, 1926.

Mobilised service in a confirmed rank only will count for progressive pay, *see* Article **360**, clause 2.

The rates of full pay shown in this appendix will be subject to revision at the same time and in the same manner as those shown in Appendices M and M1.

The rates shown are daily rates.

Rank.	Standard Rate.	Current Rate.
	£ s. d.	£ s. d.
Boatswain, Signal Boatswain and Warrant Telegraphist.		
Commissioned Officer from Warrant Rank on promotion - - - - - - - -	0 18 0	0 17 0
After 3 years' mobilised service - - -	0 19 6	0 18 4
„ 6 „ „ „ - - -	1 1 0	0 19 8
„ 9 „ „ „ - - -	1 2 6	1 1 2
Lieutenant, on promotion - - - - -	1 5 0	1 3 6
After 3 years' mobilised service - - -	1 6 6	1 4 10
„ 6 „ „ „ - - -	1 8 0	1 6 4

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Appendix M, Section II.

Ratings.

Full Pay and Allowances.

A.—*Full Pay.*

Scale I. Men who enrolled in the R.N.V.R. prior to 5th October, 1925, and who subsequently re-enrol for further periods of service provided their service in the R.N.V R. is continuous.

Scale II. Men who enrol in the R.N.V.R. on and after 5th October, 1925, and men who re-enrol on and after that date after an interval during which they ceased to belong to the Reserve.

Rating.	Scale I. Rate per diem.	Scale II. Rate per diem.
Seaman Branch.	*s. d.*	*s. d.*
Ordinary Seaman	2 9	2 0
Able Seaman	4 0	3 0
After 3 years' mobilised service in a man's rating	4 3	3 4
After 6 years' mobilised service in a man's rating	4 6	3 8
Leading Seaman	5 3	4 4
After 1 year's mobilised service as such if passed for Petty Officer	5 6	4 6
After 3 years' mobilised service as such	—	4 8
Petty Officer	7 0	6 0
After 3 years' mobilised service as such	7 4	6 5
„ 6 „ „ „ „	7 8	6 10
Chief Petty Officer	8 6	7 6
After 3 years' mobilised service as such (with subsequent triennial increments of 6*d.* a day)	9 0	8 0
Signal Branch.		
Ordinary Signalman	2 9	2 0
Signalman	4 3	3 3
After 3 years' mobilised service in a man's rating	4 6	3 7
After 6 years' mobilised service in a man's rating	4 9	3 11
Leading Signalman	5 9	4 10
After 1 year's mobilised service as such if passed for Yeoman of Signals	6 0	5 0
After 3 years' mobilised service as such	—	5 2
Yeoman of Signals	7 6	6 6
After 1 year's mobilised service as such if recommended by his Commanding Officer, or after 3 years' mobilised service as such in any case	7 10	6 11
After 3 years' mobilised service subsequent to receiving the preceding rate	8 2	7 4
Chief Yeoman of Signals	9 0	8 0
After 3 years' mobilised service as such (with subsequent triennial increments of 6*d.* a day)	9 6	8 6

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Rating.	Scale I. Rate per diem.	Scale II. Rate per diem.
Telegraphist Branch.	*s.* *d.*	*s.* *d.*
Ordinary Telegraphist	2 9	2 0
Telegraphist	4 3	3 3
After 3 years' mobilised service in a man's rating	4 6	3 7
After 6 years' mobilised service in a man's rating	4 9	3 11
Leading Telegraphist	5 9	4 10
After 1 year's mobilised service as such if passed for Petty Officer Telegraphist or for higher standard	6 0	5 0
After 3 years' mobilised service as such	—	5 2
Petty Officer Telegraphist	7 6	6 6
After 1 year's mobilised service as such if recommended by his Commanding Officer, or after 3 years' mobilised service as such in any case	7 10	6 11
After 3 years' mobilised service subsequent to receiving the preceding rate	8 2	7 4
Chief Petty Officer Telegraphist	9 0	8 0
After 3 years' mobilised service as such (with subsequent triennial increments of 6*d.* a day)	9 6	8 6
Artificer Branch.		
(Engine Room, Electrical and Ordnance Artificers.)		
Acting 4th class	9 6	8 0
4th class	9 6	8 0
3rd class	10 0	9 0
2nd class	10 6	9 6
1st class	11 0	10 0
Motor Mechanics.		
Motor Mechanic	7 10	6 11
After 2 years' mobilised service as such	8 2	7 4
Acting Chief Motor Mechanic, 4th class	9 6	8 0
Chief Motor Mechanic—		
4th class	9 6	8 0
3rd class	10 0	9 0
2nd class	10 6	9 6
1st class	11 0	10 0
Artisan Branch.		
Shipwrights—		
Acting, 4th class	9 6	8 0
4th class	9 6	8 0
3rd class	10 0	9 0
2nd class	10 6	9 6
1st class	11 0	10 0
Blacksmiths—		
Acting, 4th class	7 8	6 3
4th class	7 8	6 3
3rd class	8 0	7 0
2nd class	8 4	7 5
1st class	8 8	7 10
After 3 years' mobilised service as such	9 0	8 2

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Rating.	Scale I. Rate per diem.	Scale II. Rate per diem.
Artisan Branch—cont.	*s.* *d.*	*s.* *d.*
Plumbers, Painters, Joiners, Coopers—		
Acting, 4th class	7 5	6 0
4th class	7 5	6 0
3rd class	7 9	6 9
2nd class	8 1	7 2
1st class	8 5	7 7
After 3 years' mobilised service as such	8 9	7 11
Miscellaneous.		
Writers—		
Writer	4 6	3 6
Leading Writer	6 0	5 1
Petty Officer Writer	7 9	6 9
After 3 years' mobilised service as such	8 1	7 2
Chief Petty Officer Writer	9 3	8 3
After 3 years' mobilised service as such (with subsequent triennial increments of 6*d.* a day)	9 9	8 9
Supply Staff—		
Supply Assistant	4 6	3 6
Leading Supply Assistant	6 0	5 1
Supply Petty Officer	7 9	6 9
After 3 years' mobilised service as such	8 1	7 2
Supply Chief Petty Officer	9 3	8 3
After 3 years' mobilised service as such (with subsequent triennial increments of 6*d.* a day)	9 9	8 9

B.—*Allowances.*

Pay for Good Conduct Badges earned in respect of mobilised service, Non-substantive Pay and Certificate, Machinery and Senior Engineer's Allowances will be issuable under the same conditions and on the same scale as for the corresponding Active Service ratings in the Royal Navy.

Provision and Lodging Allowances will similarly be payable as in the Royal Navy. The rates are liable to revision from time to time and are promulgated in Fleet Orders.

APPENDIX N.

I.—Uniform Allowance.

Officers of the R.N.V.R. are eligible for a rebate of Income Tax in respect of the maintenance of their uniform, and, subject to the conditions set out in paragraphs 2 and 3, the following allowances are authorised to be deducted from Naval emoluments in order to arrive at "Total Income" for Income Tax purposes:—

(i) Commissioned Officers - - - - - £10 per annum.
(ii) Commissioned Officers from Warrant Rank and Warrant Officers - - - - - £7 per annum.

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2. For broken periods (*e.g.*, for the year in which an Officer joins the Reserve) the sum allowable will bear the same proportion to the full annual allowance as the number of days subsequent to appointment to the Reserve bears to the total number of days in the fiscal year.

3. No rebate in respect of uniform is allowed, however, in respect of any year in which the Officer does not receive Naval emoluments, nor can a rebate be allowed in excess of the total amount of the emoluments received from Naval funds.

II.—Assessment and Collection of Income Tax.

4. *Officers Appointed for Training for Periods of Six Months or Less.*—The Naval emoluments of these Officers will be issued in full without being subjected to deduction of Income Tax at source. The emoluments actually issued in each fiscal year will, however, be reported by the Admiralty to the Inland Revenue Department, and will be assessed to Income Tax by the Inspector of the District in which the Officer resides or has his business (*i.e.*, by the Inspector who usually deals with the Officer's civil income). Officers should, when making their annual returns to this Inspector, declare therein the amount of pay, &c., they have either earned, or anticipate earning, for the year under review, in the following form :—

Pay whilst undergoing Naval Training for the period .....to.....as (*e.g.*, Lieut. Comdr. R.N.V.R.) *i.e.*,.....days at.....a day -	£
Less Uniform Rebate - - - - - - -	£
Net total income derived from Navy Sources -	£

5. Accountant Officers of H.M. Ships or Establishments to which R.N.V.R. Officers are appointed will ascertain from each Officer borne for training, &c., the business or other address from which he normally makes his Income Tax return. Without exception, the business or private address of the Officer is to be inserted in the remarks column of the Officer's account in the Reserve Section of the Ledger, whether he renders an Income Tax return or not.

6. *Officers Appointed for Periods in Excess of Six Months.*—These Officers will be called upon to render claims on the prescribed form, and provisional assessments and Income Tax charges will be made in accordance with the ordinary Naval procedure, except that the allowance in respect of uniform is to be at one or other of the rates given in paragraph 1.

APPENDIX O.

Rules of Procedure of the Royal Naval Volunteer Reserve Committee.

1. The Committee shall have a President, Chairman, Vice-Chairman and ordinary members, assisted by clerical staff as may be appointed with the approval of the Admiralty.

2. The President shall be the Admiral Commanding Reserves for the time being.

3. The Chairman shall be the Commodore or senior Commanding Officer of the R.N.V.R. for the time being.

4. The Vice-Chairman shall be elected by the members of the Committee.

5. At every meeting of the Committee the Chairman shall preside. If the Chairman is absent, the Vice-Chairman shall preside; providing always the the President, if attending at a meeting of the Committee, shall preside.

6. The quorum of the Committee shall be one-fourth of the whole number of the Committee.

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7. Every question at a meeting of the Committee shall be decided by a majority of votes of the members present and voting on that question; and, in the case of equality of votes, the person presiding shall have a second or casting vote.

8. A Minute of the Proceedings of the Committee, and a record of every meeting held, shall be kept and signed at the same or next ensuing meeting, by the Chairman of that meeting; and the same shall be received in evidence without further proof that the said meeting has been duly convened and held, and that all members attending were properly qualified and had power to deal with the matter referred to in the Minutes.

9. All correspondence or communication with the Board or Departments of Admiralty, the Fleet, Naval Training Centres or Depôts, shall pass through the Admiral Commanding.

10. Subject to the provisions of the Regulations of the Royal Naval Volunteer Reserve, the Committee shall regulate their own procedure entirely and all matters affecting the R.N.V.R. shall be referred to them.

APPENDIX P.

Particulars of R.N.V.R. Inter-Divisional Competitions and Rules relating to Challenge Cups.

Particulars concerning R.N.V.R. Inter-Divisional Competitions, for which Cups and Trophies are awarded, and rules governing these competitions are given below :—

R.N.V.R. Inter-Divisional Boxing Competitions.

A Silver Cup was presented to the Royal Naval Volunteer Reserve for this purpose by Commodore The Duke of Montrose, C.B., C.V.O., V.D., R.N.V.R., the Cup being an exact replica of what is known as the Fire o' London Cup. The original was presented by the Lord Mayor of London in the year 1666 to Joseph Watte, for his bravery in rescuing from the Great Fire, at risk of life, valuable documents belonging to one of the City Companies, from their premises.

The weight of the Cup is 51 ounces.

Commodore The Duke of Montrose has vested the Cup in the control of the Royal Naval Volunteer Reserve Committee, with the desire that it shall be competed for annually by all existing R.N.V.R. Divisions of Great Britain and Ireland, and that it shall never be won outright.

The annual contests are to be governed by the Royal Navy and Royal Marine Boxing Association Rules and Regulations, or such amendments thereto as may be prescribed by the Royal Naval Volunteer Reserve Committee from time to time.

The inscription on the Cup reads as follows :—

R.N.V.R. INTER-DIVISIONAL BOXING CUP
(To be competed for annually)

Presented by
Commodore the Marquess of Graham, C.B., C.V.O., V.D., R.N.V.R.
to the
Royal Naval Volunteer Reserve
1924

"Victoriae Gloria Merces"
(Glory is the Reward of Victory)

There are Five Shields placed around the bottom of the Plinth, radiating from both sides to the Inscription Plate, upon which Shields it is proposed

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to inscribe the name of the Winning Division year by year. There is a space between the Five Shields to insert others for a continuity up to 10 years.

The Trophy should be insured by the Commanding Officer of the Division holding it. (*Vide* Article **301** (5) R.N.V.R. Regulations, 1923.)

R.N.V.R. Inter-Divisional Swimming Competitions.

The Hanson Trophy.

Presented by Lieutenant O. H. Hanson as a Perpetual Challenge Cup for a team race by R.N.V.R. Teams of four from each R.N.V.R. Division.

Length of Race, 400 yards.

Team consists of Petty Officers or men R.N.V.R. on the Active List.

Challenge Cup to be held by the Winning Division until the next meeting.

Rules of the Royal Navy and Royal Marine Swimming Association are adopted.

Competition will generally take place at the Division holding the trophy, and the Commanding Officer arranges for the necessary Committee to receive entries; and to provide, if agreeable, races other than the Inter-Divisional Team Race and accommodation for ratings from other Divisions.

The Trophy should be insured by the Commanding Officer of the Division holding it. (*Vide* Article **301** (5) R.N.V.R. Regulations, 1923.)

Question of increasing the number in the team to six will be reviewed from time to time.

R.N.V.R. Inter-Divisional Whaler Race Trophy.

Presented by

The Tyne Division, R.N.V.R.

1. The trophy to be always rowed for on the River Tyne by crews representing R.N.V.R. Divisions; only one crew from each Division allowed to compete.

2. The winning Division to retain the trophy for one year, which is to be returned to the Tyne Division on or before the day when next pulled for.

3. An Officer or Representative from each Division to form a Committee to draw for and inspect boats and to arrange for starting and judging race.

4. Race to be rowed in 5-oared Montague Whalers, as supplied by the Admiralty (Tyne Division supply boats).

5. Distance of course, $1\frac{1}{2}$ miles.

6. Crew, including coxswain, to consist of R.N.V.R. ratings on List 1, selected by the Commanding Officer of the Division.

7. Service oars to be used, fir oars if obtainable, but all boats to use similar oars.
Divisions to be notified previous to date of regatta as to what oars will be available.

8. Any movable gear can be taken out of the boats; straps allowed on stretchers; oars may be moused in crutches.
Tyne Division to be responsible that all boats are in same racing trim.

9. The trophy should be insured by the Commanding Officer of the Division holding it. (*Vide* Article **301** (5) R.N.V.R. Regulations, 1923.)

Note.—This trophy is generally competed for by the Clyde, East Scottish, Mersey and Tyne Divisions, R.N.V.R., only.

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R.N.V.R. Inter-Divisional Rifle Shooting (S.R.A.).

(Shot for at Bisley.)

Trophy presented to the Royal Naval Volunteer Reserve by the Council of the National Rifle Association.

Open to one team of six of any rank from each Division.

Distances	200 and 500 yards.	
Number of shots	7 and 1 S.S. per man	At each range.
Number of targets	2 per team	
Time limit	45 minutes	
Dress	Uniform (optional).	
Entrance fee	As arranged by N.R.A.	
Prizes	The Challenge Cup and 6 N.R.A. Silver Souvenirs.	

Special Conditions.

Slings may be used.

The coach of each team is allowed and must belong to the Division which that team represents, and is in addition to the team.

The Commanding Officer of the Division holding the trophy is to arrange for its insurance against all risks. (*Vide* Article **301** (5) R.N.V.R. Regulations, 1923.)

R.N.V.R. Annual Inter-Divisional Miniature Rifle Competition for The Sir Charles Walker Challenge Cup.

Divisional Teams.—The winning Sub-Divisional team in Divisional Competition will represent the Division in the final Inter-Port Competition.

Competitors.—Open to Officers, Petty Officers, and men on the Active List of the R.N.V.R.

Date of Firing.—Any team may fire on any day up to a date to be decided on annually, provided the whole team fire on the same day.

Targets.—All targets for both competitions will be Bisley 300 yards—1924 reduced to 25 yards, purchased from The General Competitions Fund and issued by R.N.V.R. Committee.

Final Inter-Divisional Competition.—Will take place at the respective Headquarters Ranges on a fixed date to be decided upon.

On the completion of the firing, both targets and registers are to be sent in to R.N.V.R. Committee for final marking and for the award of the Challenge Cup.

Conditions.

Final Shoot.—The Sub-Divisional Team gaining the highest score in the Sub-Divisional competitions will compete in the final Inter-Divisional competition on a date to be decided upon.

Teams.—Eight competitors shall form the team for the Sub-Divisional and Inter-Divisional Competitions.

Rifle.—Any single loading rifle taking ammunition not larger than ·22 may be used.

Foresight.—Barley-corn; knife blade or solid bead, with or without protecting hood.

Backsight.—Any pattern, fixed or adjustable, vertically or laterally, but not fitted with glasses, telescopes or levels.

Pull-off.—Minimum 4 lb.

Position.—Standing, sitting, kneeling or prone.

Rest or prop.—No rest or prop of any sort for the body or rifle may be used by any competitor. In the prone position, the fore-arm, hands and rifle, including the sling must not touch the ground.

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Slings.—Slings may be used.

Distance.—25 yards.

Registers.—Special Registers must be used for both Sub-Divisional and Inter-Divisional Competitions; these will be stamped and issued by R.N.V.R. Committee for each competition.

Number of Shots.—Ten per competitor.

Scoring.—Bulls-eye, 5; Inner, 4; Magpie, 3; Outer, 2.

Cards and Targets to be filled in.—The name and initials of each competitor, together with rank and rating and Division, is to be written on both the target and register before the firing takes place.

Winner.—The team scoring the greatest number of points.

Umpire.—The Commanding Officer will detail an Officer to act as Umpire.

Insurance of Trophy.—The Trophy should be insured by the Commanding Officer of the Division holding it. (*Vide* Article **301** (5) R.N.V.R. Regulations, 1923.)

"THE GRAHAM PERPETUAL CHALLENGE CUP" (S.R.A.).

(Shot for at Bisley).

A Challenge Cup presented in 1926 by COMMODORE THE DUKE OF MONTROSE, C.B., C.V.O., V.D., R.N.V.R.

Open to Active Service members of any rank of the Royal Nava Volunteer Reserve.

R.N.V.R. Individual Championship.

Single Entries.

Distance	-	500 yards.
Number of Shots	-	10 and 1 S.S.
Entrance fee	-	As arranged by N.R.A.
Prizes	-	The CHALLENGE CUP and half the entrance fees divided as for Sweepstakes.

Special Conditions.

Slings may be used.

A tie for the first prize will be "shot off" on the spot.

The Commanding Officer of the Division in which the holder of the Cup is serving is to arrange for its insurance against all risks (*vide* Article **301** (5) R.N.V.R. Regulations, 1923).

N.B.—S.R. (a) means the S.M.L.E. Rifle, used with open sights as issued.

All ammunition (·303) is provided free on the Firing points.

Notes.

Travelling.—The N.R.A. obtains special travelling arrangements. Trains run from Brookwood direct to camp, *vide* pamphlets published by N.R.A. annually.

Entries.—A nominal roll of entries for all R.N.V.R. Matches should be sent, together with the entrance fees, by Divisions in the case of R.N.V.R. Competitions direct to—

The Accountant,
N.R.A.,
Bisley Camp, Brookwood,
Surrey.

This nominal list should reach N.R.A. about seven days before the date of the competitions.

Competitors' register tickets should be called for at the N.R.A. Office.

Accommodation.—Accommodation can be provided, *vide* pamphlet published by N.R.A.

For location of accommodation, apply to Camp Quartermaster on arrival.

Programmes.—Programmes will be forwarded to R.N.V.R. Divisions as soon as published annually.

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R.N.V.R. Inter-Port Revolver Competition.

Single Entries.

(Shot for at Bisley annually.)

Open to one team of four serving members of any rank or rating from each Division.

A Challenge Cup presented by Captain The Viscount Elveden, C.B., C.M.G., R.N.V.R., and four N.R.A. Silver Souvenirs.

Distances - -	10 and 20 yards.
Number of shots -	Six at each distance.
Targets - - -	10 and 20 yards (revolver).
Time limit - -	One minute for each series.
Entrance fee - -	10*s.* from each team to be paid at a date specified by the N.R.A.

Note.—The Commanding Officer of the Division holding the trophy is to arrange for its insurance against all risks (*vide* Article **301** (5), R.N.V.R. Regulations, 1923).

Inter-Divisional Whaler Race (Southern).

(*a*) Challenge Cup presented by Captain H. D. King, C.B.E., D.S.O., V.D., M.P., R.N.V.R., Captain Viscount Curzon, C.B.E., V.D., M.P., A.-de-C., R.N.V.R., and Captain Lord Tredegar, C.B.E., V.D., R.N.V.R.

(*b*) Cup competed for by London, Bristol and Sussex Divisions annually, the race being held at London, Bristol and Hove in rotation.

(*c*) Race to be started at or near slack water.

(*d*) Each Division may enter not more than two crews.

(*e*) Boats to be 27 ft. whalers and provided by the Division holding the regatta.

(*f*) Oars should be brought by the respective crews, and to be of fir if possible, or as arranged.

(*g*) Coxswains of boats to draw for boats and positions on the starting line.

(*h*) If necessary, and if possible, coxswains of boats will be taken over the course before the race.

(*i*) Racing flags to be secured to the stem of each boat, each Division supplying their own racing flags.

(*j*) One officer (which may include the Officer Instructor) from each Division to act as judges and follow the race; neutral officials acting as starter and judging order of finish.

(*k*) The race to be pulled under the conditions laid down on page 283, Seamanship Manual, Volume I, 1922.

Note.—The Commanding Officer of the Division holding the trophy is to arrange for its insurance against all risks (*vide* Article **301** (5), R.N.V.R. Regulations, 1923).

National Rifle Association—Bronze Medal Competition.

A bronze medal presented annually by the National Rifle Association for competition amongst active service members of any rank or rating of the Royal Naval Volunteer Reserve.

Single Entries.—Conditions.

Stage I.—As laid down for the first stage of His Majesty the King's Prize.

Distance.—200 and 500 yards (aggregate).

Number of Shots.—Seven at each distance.

Date of Firing.—To be decided annually.

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APPENDIX Q.

Syllabus of Training.

Men embarked in H.M. Ships for their First Period of Training

Seamanship.

Service vocabulary. Practical—splicing wire and hemp, knots, bends and hitches, running Turk's head, &c. Tackles, how fitted and rove and their uses. Position and use of the ship's fittings. Hawsers, &c. Evolutions—general idea. Boat work—reeving boats' falls and lowering boats. Anchor work. Signals—semaphore and flags. R.N.V.R. ratings should always be present at evolutions, such as "In and out paravanes," "Working hawsers, &c."

Gunnery.

Squad drill, rifle drill and hand-worked gun drill. The remainder of the time should be spent on an "Interest" Course, which includes watching turret drill and a knowledge of magazines and shell-rooms.

R.N.V.R. ratings should be given definite numbers on the quarter bill if time permits.

Torpedo.

This should be an "Interest" Course in both Whitehead and electricity, and aim at giving the ratings a general knowledge of the departments.

Signal and W/T.

Signal and W/T ratings are to be employed in their respective branches throughout their training, as laid down in Appendix C.

APPENDIX R.

Anti-Gas Training.

1. *Officers.*—Executive Officers will undergo a 4½ days' Anti-gas Course on completion of the Gunnery Course required for promotion to the rank of Lieutenant (Article **126** (5)). This Course will be in *addition* to the 14 days' Gunnery Course.

2. Executive Officers who have already completed the Gunnery Course referred to will take the initial Anti-gas Course in addition to one of the courses mentioned in Articles **133** or **145**, or Appendix B, on the next occasion of performing such courses.

3. A refresher course of one day's duration is to be undergone once every four succeeding years, on completion of and *as part of* one of the courses referred to above.

4. Medical and Dental Officers will undergo a 4½ days' initial Anti-gas Course *as a part of* their first period of 14 days' training, in a confirmed rank, when at a Naval Hospital, under Article **141**, **141A** and **141B** respectively.

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Officers who are unable to take this course during the first period of training in a confirmed rank are to take it in a subsequent period when at a Naval Hospital or Depôt.

A refresher Course of one day's duration is to be undergone once every succeeding four years as *a part of* the obligatory training carried out at a Naval Hospital or Depôt.

5. Accountant and Engineer Officers are to be discharged *before* the completion of their first period of training, in a confirmed rank, afloat, or in a Naval Establishment, and sent to an Anti-gas School in time to undergo a 4½ days' initial Anti-gas Course.

Officers who are unable to take this course during the first period of training in a confirmed rank, are to take it in a subsequent period as opportunity offers. Officers should be discharged in time to allow of five clear days at an Anti-gas School.

A refresher Course of one day's duration is to be undergone once every succeeding four years as *a part of* the periodical obligatory training.

6. In order to avoid heavy travelling expenses Accountant Officers should not be discharged to an Anti-gas School from Ships in Northern Waters, such officers will perform the Course in a subsequent period of training as opportunity offers.

7. On each occasion of completing the course, a certificate, showing the name, rank, and R.N.V.R. Division of officers concerned, should be forwarded by the Anti-gas School to the Admiral Commanding Reserves, and to the Commanding Officer of the R.N.V.R. Division.

8. *Ratings.*—Ratings of the Seaman, Signalman and Telegraphist branches, Electrical Artificers and Motor Mechanics, R.N.V.R., are to undergo a one day's Anti-gas Course (initial or refresher as the case may be) once during each enrolment of four years when undergoing the training at a Home Port laid down in the Regulations. Other ratings, *e.g.*, Engine Room Artificers, Ordnance Artificers, Artisans and Writers, who do not normally carry out any training at a Home Port, are to be disembarked before the completion of their training afloat and sent to an Anti-gas School in time to undergo a similar course once during each enrolment of four years. In order to avoid heavy travelling expenses, these ratings should not be discharged to an Anti-gas School from ships in Northern Waters, if this can be avoided.

These Anti-gas Courses are to be included in the period of training for which men are appropriated.

9. On each occasion of a rating undergoing an Anti-gas Course, the fact is to be noted on his Service Certificate.

APPENDIX S.

Inter-Divisional Competitions.—Special Fund.

The following are the rules relative to the R.N.V.R. Special Competition Fund, which is established for the purpose of defraying expenses in connection with Inter-Divisional Competitions.

1. Each R.N.V.R. Division shall contribute £5 annually to the Fund; this subscription being brought to account in Cash Account No. 2 under the provisions of R.N.V.R. Regulations, Article **301**, clause 1 (7)—fitments and general expenses in connection with competitions and displays.

2. The receipt from the Treasurer of the Fund in acknowledgment of the £5 annual subscription is to be attached to the relative voucher in Cash Account No. 2.

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3. Only expenses, such as are detailed below, may be defrayed from the Fund :—

(*a*) Prizes in the Inter-Divisional Competitions.

(*b*) The annual subscription of £5 to the National Rifle Association on behalf of the R.N.V.R. Rifle Association.

(*c*) Invitation cards in connection with Inter-Divisional Competitions, &c.

4. No travelling or subsistence expenses of any competitors or others, with the exception of a judge for the annual R.N.V.R. Boxing Competition, may be defrayed from the Fund.

5. The Naval member of the R.N.V.R. Committee shall act as Honorary Treasurer and Secretary, being assisted in the administration of the Fund by the Commanding Officers of the London and Sussex Divisions, R.N.V.R.

6. The Fund shall be audited at the end of each year under the direction of the Admiral Commanding Reserves and a copy of the audit will be forwarded to the Accountant-General of the Navy for information.

APPENDIX T.

ANNUAL SHOOTING COMPETITIONS AT BISLEY.—SPECIAL FUND.

Certain expenses of teams taking part in the Annual Shooting Competitions at Bisley will be met from a Central Fund, derived and administered in accordance with the following rules.

1. Each R.N.V.R. division shall contribute £25 annually to the fund, subscriptions being brought to account in Cash Account No. 2 under the provisions of the R.N.V.R. Regulations, Article **301,** Clause 1 (7)—Fitments and General Expenses in connection with Competitions and Displays.

2. The receipt from the Treasurers of the fund in acknowledgment of the £25 subscription is to be attached to the relative voucher in Cash Account No. 2.

3. Only expenses such as are detailed below may be defrayed from the fund :—

(*a*) Entrance fees (except for the Graham Cup. This is a single entry competition and fees are paid on the range).

(*b*) Camp expenses of teams.

(*c*) Railway fares of teams to and from Bisley.

All items of expenditure of the fund are to be properly vouched and only vouched expenditure admitted, the Auditors furnishing a certificate that they have examined and accepted such vouchers.

Note.—The expenses of teams proceeding to, whilst at, and returning from Bisley will be a charge on this fund and will not be admitted as a charge to the Contingent Fund of any R.N.V.R. Division.

4. The R.N.V.R. Committee shall appoint two joint Honorary Treasurers of the fund and the Naval Member of the R.N.V.R. Committee shall co-operate with them in the administration of the fund.

5. The fund shall be audited at the end of each year under the direction of the Admiral Commanding Reserves and a copy of the audit will be forwarded to the Accountant-General of the Navy for information.

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